

**REGULATIONS GOVERNING ADMINISTRATION
OF THE
NAVAL JUNIOR RESERVE OFFICERS
TRAINING CORPS (NJROTC)**

Enclosure (1)

TABLE OF CONTENTS

<u>CHAPTER I - GENERAL</u>	<u>PAGE</u>
101. Authorization	1
102. Purpose and Objectives	1
103. Navy Support and Supervision	2
 <u>CHAPTER II - ORGANIZATION OF UNITS</u>	
201. Composition of the NJROTC	4
202. Requirements for Establishing NJROTC Units	5
203. Application for Establishment	5
204. Establishment	5
205. Designation of Units	8
206. Department of Naval Science	8
207. Conditions for Retention of Units	8
208. Disestablishment of a Unit	8
 <u>CHAPTER III - ENROLLMENT OF STUDENTS</u>	
301. Enrollment	10
302. Special NJROTC Student Enrollment	10
303. Home-Schooled Student Enrollment.....	11
304. Cross-Enrollment.....	11
305. Student Identification Cards	11
306. Cadet Probation	11
307. Cadet Disenrollment	12
308. Transfer Between Units	12
309. Certificate of Completion	12
310. Special Benefits	12
311. Military Organization.....	13
 <u>CHAPTER IV - INSTRUCTOR ADMINISTRATION</u>	
401. General	16
402. Communications	16
403. Instructor Certification Application Procedures	16
404. NJROTC Instructor Certification Board	19
405. Instructor Placement	21
406. Instructor Personnel	22
407. New Instructor Orientation Training	24
408. Senior Naval Science Instructor	24
409. Naval Science Instructor	26
410. Personal Appearance	27
411. Personal Behavior of NJROTC Instructors.....	28
412. Standards of Conduct for NJROTC Instructors.....	28
413. Instructor Decertification.....	29
414. Authorized Staff.....	30
415. Failure to Fill Instructor Vacancies.....	31

416.	Instructor Evaluation	31
	NJROTC Instructor Evaluation Form	36
	NJROTC Instructor Observation Report.....	37
417.	Additional Duties at the Institution	38

CHAPTER V - UNIT ADMINISTRATION

501.	Communications.....	39
502.	Preparation and Submission of News Releases.....	39
503.	Unit Inspection.....	39
	NJROTC Unit Inspection Guide.....	42
504.	Off-Site Inspection.....	48
	NJROTC Off-Site Evaluation Form.....	49
505.	Conditions for Retention of Units.....	52

CHAPTER VI - PROGRAM OF INSTRUCTION

601.	Goals	54
602.	Courses of Instruction	55
603.	Curriculum Requirements and Limitations	57
604.	Aptitude for the Program	57
605.	Student Grading	57
606.	Correspondence Courses	58
607.	Athletics	58
608.	Absence from Instruction	58

CHAPTER VII - UNIFORMS AND INSIGNIA

701.	NJROTC Uniform Regulations	59
702.	Financing	59
703.	Uniform Allowances and Requisitioning	59
704.	Authorized Insignia	59
705.	Accounting for Requisitioned Items	59
706.	Alterations to NJROTC Uniforms	59
707.	Clothing Receipts.....	60
708.	Storage of Uniforms	60
709.	Wearing the Uniform	60
710.	Religious Dress and Appearance Practices.....	60
711.	Replacement of Uniform Clothing	61
712.	Return of Uniforms	61
713.	Uniform Regulations for NJROTC Instructor Personnel	61

CHAPTER VIII - FACILITIES, SUPPLIES, AND EQUIPMENT

801.	Facilities and Services Provided by NJROTC Institutions	63
802.	Materials Provided by the Government	64
803.	Protection of Government Property	64
804.	Expenses Paid by the Individual Student	65
805.	Return of Textbooks, Supplies, and Equipment....	65
806.	Accounting for Supplies and Equipment	66

CHAPTER IX - REPORTS AND RECORDS

901.	Reports Submitted by SNSIs	67
902.	Reports Submitted by Host High School	69
903.	Reports Submitted by Area Managers	70
904.	NJROTC Student Record	71
905.	NJROTC Reports List	71

CHAPTER X - INFORMATION TECHNOLOGY

1001.	General	72
1002.	Equipment	72
1003.	Responsibilities	72
1004.	Unit Web Sites	72

CHAPTER XI - RECOGNITION PROGRAM

1101.	General	74
1102.	Policy	74
1103.	Certificates	74
1104.	Ribbon Awards	74
1105.	Distinguished Unit Award.....	75
1106.	Other Awards	77
	Joseph C. Gilliam Academic Achievement Award...	77
	The Retired Officers Association (TROA)	
	ROTC Medal.....	79
	The Sons of the American Revolution (SAR) Award	79
	Daedalian Junior ROTC Achievement Award.....	80
	American Veterans (AMVETS) Junior ROTC Award...	81
	American Legion JROTC General Military	
	Excellence Medal.....	82
	American Legion JROTC Scholastic Medal.....	83
	Military Order of World Wars (MOWW) JROTC Award	84
	Scottish Rite Award/Southern Jurisdiction Award	85
	The Stephen Decatur Award.....	86
	The Navy League of the United States (NLUS)	
	Youth Medal.....	87
	Noncommissioned Officers Association (NCOA)	
	Award.....	88
	Legion of Valor Bronze Cross of Achievement....	88
	National Sojourners Award.....	89
	Military Order of the Purple Heart (MOPH) Award	90

CHAPTER XII - TRAINING SAFETY

1201.	General	92
1202.	Training Time Out	93
1203.	Pre-Mishap Plan	94
1204.	Pre-participation Sports Physicals.....	95
1205.	NJROTC Health Risk Screening Questionnaire.....	95
	Health Risk Screening Questionnaire Form.....	96

1206.	Operational Risk Management (ORM).....	97
-------	--	----

CHAPTER XIII - MARKSMANSHIP TRAINING

1301.	General.....	98
1302.	Range Safety.....	98
1303.	Shooter Safety Rules.....	98
1304.	SECNAV Air Rifle Postal Competition.....	99
1305.	SECNAV Air Rifle Competition.....	104
1306.	Awards.....	104
	NJROTC Official Postal Score Sheet.....	105

CHAPTER XIV - COMMITTEE

1401.	Curriculum Advisory Committee.....	106
1402.	Information Technology Committee.....	107
1403.	New Instructor Orientation Training Committee...	108

CHAPTER XV - RESOURCES

1501.	General.....	109
1502.	School Reimbursement.....	109
1503.	Authorized Expenditures.....	113
1504.	Unit Accounts/Ledgers.....	113
1505.	Remitting Collections for Lost or Damaged Government Property.....	116

APPENDIX

1.	Excerpts from the Statute Relating to the Naval Junior Reserve Officers Training Corps	1-1
2.	Guidance for Instructors for Establishing and Operating an NJROTC Unit	2-1
3.	Sample Letter for Submission of Address Information...	3-1
4.	Field Trips and Orientation Cruises and Flights -- Afloat and Ashore	4-1
5.	National Academic Competition	5-1
	TAB A - Sample NJROTC Answer Sheet (CNET 1500/23)	5-8
	TAB B - Sample Letter Used to Forward Answer Sheets ..	5-9
6.	Navy Screening Tables for Weight by Height	6-1
	Personal Appearance/Body Fat Measurements Form.....	6-3
7.	NJROTC Reports List.....	7-1

CHAPTER I**GENERAL****ARTICLE**

Authorization	101
Purpose and Objectives.....	102
Navy Support and Supervision	103

101. Authorization. The NJROTC is established under authority of Title 10, United States Code, Chapter 102. Excerpts from the statute relating to NJROTC are contained in Appendix 1.

a. In accordance with the provisions of law, the NJROTC program is operated under guidance of the Secretary of the Navy (SECNAV).

b. CNET is the responsible administrative agent for SECNAV and is granted authority commensurate with this responsibility.

c. Local NJROTC units and school authorities receive guidance and program support from CNET via the area manager.

102. Purpose and Objectives. The purpose of the NJROTC program is to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The objectives of NJROTC are to:

a. Promote patriotism.

b. Develop informed and responsible citizens.

c. Promote habits of orderliness and precision.

d. Develop a high degree of personal honor, self-reliance, individual discipline, and leadership.

e. Promote an understanding of the basic elements and need for national security.

f. Develop respect for and an understanding of the need for authority in a democratic society.

g. Promote community service.

h. Provide incentives to live healthy and drug free.

i. Develop leadership potential.

j. Provide an alternative to gangs.

k. Promote high school completion.

l. Provide information on the military services as a possible career.

103. Navy Support and Supervision. The Navy will support the NJROTC program to the fullest possible extent within existing policy to meet its stated objectives.

a. Instructor personnel are qualified retired officers and noncommissioned officers of the U.S. Navy, Marine Corps and Coast Guard who have served on active duty for at least 20 years or have retired under the Temporary Early Retirement Authority (TERA). Instructional materials and equipment related to the teaching of the naval science courses at the host secondary school will be provided.

b. Local responsibility for operation of the NJROTC unit rests with the school authorities. In essence, it is the local high school or district's program as a cooperative venture between the school district and the U.S. Navy to provide naval science instruction, which will relate to all fields of study in secondary education.

c. The Chief of Naval Education and Training is assigned overall responsibility for the program, and as such will:

(1) Provide the overall planning, direction, and policies affecting the NJROTC program.

(2) Attract and encourage outstanding public and private secondary schools to apply for NJROTC units.

(3) Make recommendations to the Secretary of the Navy (SECNAV) for establishment (or disestablishment) of NJROTC units.

(4) Provide necessary assistance in establishing NJROTC units and in planning for NJROTC activation ceremonies.

(5) Certify applicants.

(6) Assess each unit annually for contractual compliance, cost, and performance objectives.

(7) Prepare annual budget submissions for operation of the NJROTC program.

(8) Coordinate supply functions in support of the NJROTC program.

(9) Provide funding and other logistic support to the

NJROTC area managers in the performance of their assigned tasks.

(10) Provide for further assignment of officers as NJROTC area managers and enlisted personnel as administrative assistants to area managers in support of the NJROTC program. These area managers will function as field representatives for CNET.

CHAPTER II

ORGANIZATION OF UNITS

	<u>ARTICLE</u>
Composition of the NJROTC	201
Requirements for Establishing NJROTC Units	202
Application for Establishment	203
Establishment	204
Designation of Units	205
Department of Naval Science	206
Conditions for Retention of Units	207
Disestablishment of a Unit	208

201. Composition of the NJROTC

a. NJROTC is the official designation of the program of instruction offered by the secondary level educational institutions with the approval of the Navy. A unit is the organized group of NJROTC students and instructors at one secondary school.

b. Civilian heads of institutions have the same academic and organizational relationship with the NJROTC unit that they ordinarily have with other academic departments of the host institution.

c. Units may be established at:

(1) Military junior colleges (MJC), which are essentially military schools providing high school and college instruction but which do not confer baccalaureate degrees. Units established at these schools meet all other requirements of Class MC (military colleges) institutions and accept and maintain a specifically designed program of instruction prescribed by SECNAV for this class of institution. The secondary level of MJC is classified as Junior ROTC.

(2) Military institutes (MI), which are schools at the secondary level of instruction requiring a course of military training throughout 4 years at the secondary level; organize their military students as a corps under constantly maintained military discipline; require all members of the corps, including those members enrolled in military training, to be in appropriate uniform when on campus; and, in general, meet military standards similar to those maintained at the service academies.

(3) High schools (HS), which may be public or nonpublic secondary educational institutions and which do not fall under the definitions for MJC or MI.

202. Requirements for Establishing NJROTC Units. A unit is established or disestablished by SECNAV. A school desiring to host an NJROTC unit must be fully accredited by the appropriate state or regional accrediting agency and must make application to CNET (NJROTC) for establishment of the unit using CNET Form 1533/90. Detailed application procedures and requirements are contained in the NJROTC Host School Application/Information Package available upon request from the NJROTC program support office, NJROTC Area Managers, and on the CNET Web Site: www.njrotc.navy.mil.

203. Application for Establishment. The officials of a secondary school, fully accredited by the appropriate state or regional accrediting agency, interested in applying for establishment of an NJROTC unit should obtain a copy of the NJROTC Host School Application/Information Package, available from CNET, NJROTC area managers, or from the CNET Web Site: www.njrotc.navy.mil. A Host School Application for a Navy Junior ROTC Unit form (CNET Form 1533/90) is included in the package. Public Law 88-647 directs that the Navy is to provide for the fair and equitable distribution of NJROTC units throughout the nation. Application procedures are as follows:

a. Prospective host school completes all sections of the Host School Application for a Navy Junior ROTC Unit form and submits it to the Chief of Naval Education and Training (NJROTC).

b. If review of the application package indicates that the school meets the basic eligibility requirements, a CNET representative or the area manager will visit the school at a mutually agreed upon time to conduct a review of the school facilities and to discuss the NJROTC program with the school administration. The evaluator will make a written report to the Chief of Naval Education and Training.

c. If the candidate school is acceptable, within range of selection, and vacancies exist for NJROTC units, CNET will nominate the school to SECNAV for establishment of an NJROTC unit. Announcement of selection will be made by CNET following SECNAV approval. If no vacancies exist, CNET will retain the application for future consideration.

204. Establishment. To host an NJROTC unit, the school must enter into an agreement with CNET and agree to:

a. To establish a Department of Naval Science as an integral academic and administrative department and to establish a 3 or 4-year naval science curriculum consisting of at least 7200 minutes of instruction per naval science course.

b. To employ a minimum per unit of one retired officer as the Senior Naval Science Instructor (SNSI) and one retired

enlisted person as the Naval Science Instructor (NSI) who are certified by CNET to administer the NJROTC program and teach the Naval Science curriculum. Additional Naval Science Instructors shall be employed when authorized by CNET, in accordance with the student/instructor ratios set forth in NJROTC Regulations.

c. To inform the Navy, in writing, of any changes to the employment status of instructors, e.g., instructor termination, new instructor hires.

d. To assign for use by the Department of Naval Science dedicated and adequate classroom(s), administrative office(s), office equipment, including naval science office telephone service capable of electronic data transmission, instructional supplies, storage space, drill area, and utilities, and to pay the cost and maintenance thereof.

e. To provide adequate storage areas for the protection and security of government property issued to the institution, and to conform to the regulations relating to the issue, care, use, safekeeping, turn-in, and accounting for such government property as may be issued to the school. The following space allocations are required for average-sized units of 100-150 cadets. However, adequacy of space for smaller or larger units will be determined by the area manager based on the size of the unit and the efficiency in which the unit can operate in the spaces assigned.

Dedicated Classroom(s) - As needed.

Uniform Storage/Issue -----	1,100 sq. ft.
Book Storage -----	150 sq. ft.
Armory -----	350 sq. ft.
Office -----	150 sq. ft.

f. To appoint either the SNSI or an NSI as the military property custodian who will be empowered to requisition, receive, stock, and account for government property issued to the school.

g. To provide suitable safeguards for government property provided. Such safeguards shall include, but not be limited to:

(1) Secure storage for all government property, and

(2) Coverage for loss and damage of property (e.g., bonds, insurance, etc.)

h. To grant appropriate academic credit toward graduation requirements for successful completion by NJROTC students of naval science courses.

i. To limit membership in the unit to students who:

(1) Maintain acceptable standards of scholastic

achievement and an academic standing that warrants at least normal progression leading to graduation, and

(2) Maintain acceptable standards of conduct as defined in locally published documents originated by the Senior Naval Science Instructor and approved by the principal, and

(3) Comply with personal grooming standards as prescribed by Navy directives.

j. To maintain a minimum NJROTC enrollment of no less than 100 students, or 10 percent of the number of students enrolled in the institution, whichever is less, who are enrolled in a grade above the eighth grade, and who are able to participate fully in the physical education program of the institution.

k. Provide positive safeguards to prevent unlawful discrimination against students or instructors based on race and/or ethnicity, religion, national origin, or gender.

l. To maintain standards of instruction and administration of the NJROTC program of instruction as may be prescribed by CNET.

m. To include the Senior Naval Science Instructor in meetings where policies, recommendations, or decisions affecting the NJROTC program are made, including the employment or discharge of Naval Science Instructors.

n. To provide transportation, as authorized, in support of the NJROTC program on a reimbursable basis within funding limitations imposed by the Navy.

o. To ensure the level of active duty pay and allowances, less retired or retainer pay, is the minimum salary the institution shall pay NJROTC instructors. This should not be considered an attempt to cap or limit the amount of pay that may be agreed upon between the individual NJROTC instructors and the institution. The institution may pay more than the amount equal to the difference between retired or retainer pay and the individual's active duty pay and allowance rate, but shall do so without additional entitlement for reimbursement from the Navy. The institution is the employing agency and shall pay the full amount due to the individual employed. The institution will give each NJROTC instructor a written contract which stipulates the duration of employment, including identification of the specific periods during which the instructor will be performing duties in direct support of the NJROTC program, and the amount of salary. NJROTC instructor employment contracts shall provide for a MINIMUM of 300 employment days per year computed as thirty (30) days per month for ten (10) months. For reimbursement purposes and employment, one month equals 30 days; Saturday, Sunday, and

holidays are included. The recommended contract for at least one instructor per institution is eleven (11) months. The Navy shall pay the institution one-half of the difference between the individual's entitled retired pay and the active duty pay and allowances, excluding hazardous duty and proficiency pay, which they would receive if ordered to active duty. The Navy reimbursement responsibility is limited to the period of employment specified on the JROTC Instructor Annual Certification of Pay and Data Form (DD2767) regardless of the institution's distribution of pay.

p. To assign NJROTC instructors only those duties connected with the instruction, operation, and administration of the NJROTC program. Host schools shall contract separately with the individual NJROTC instructor for any additional duties desired by the institution beyond those specifically related to the NJROTC program, which shall be at no cost to the Navy. Such additional services shall not be performed within the scope of NJROTC duties, or during normal school hours. (This requirement does not preclude NJROTC instructors from serving on routine committees or performing curricular or extracurricular duties normally performed by and rotated among other faculty members).

205. Designation of Units. The unit established at any secondary level educational institution will be officially designated as "NJROTC Unit, (name of high school)." Any other use of the title "NJROTC" to identify any public or private entity is improper, contrary to public policy, and is not authorized.

206. Department of Naval Science. The Department of Naval Science is an academic and administrative department within the host school. Instruction given at any institution in accordance with programs prescribed by CNET will be conducted and supervised by the SNSI of the NJROTC unit in his/her capacity as Head of the Department of Naval Science. The SNSI shall be assisted by one or more NSIs as specified in Article 414. Appendix 2 provides guidance for instructors for establishing and operating an NJROTC unit.

207. Conditions for Retention of Units. See Article 505.

208. Disestablishment of a Unit

a. Reasons for Disestablishment. An NJROTC unit may be disestablished upon request by the school authorities or SECNAV may direct the disestablishment of a unit if determined that the unit has failed to maintain required standards, to remedy conditions that resulted in probation, or when disestablishment serves the best interests of the Navy.

b. Method of Disestablishment. Upon official notification of disestablishment, the unit will be phased out and equipment

removed in an orderly manner. Disestablishment will normally occur at the end of that academic year and completed no later than 30 June of that year. Unless otherwise authorized by CNET, all Navy-provided materials, including textbooks, references, training aids, uniforms, naval artifacts, Navy-owned minor property equipment, drill and organization equipment in the custody of a unit being disestablished will revert to Navy custody by 30 June. To properly account for the inventory, turnover, receipt and shipment of these materials, the area manager shall establish a mutually satisfactory schedule with the Military Property Custodian assigned by the host school in accordance with the written agreement. The host school officials should be advised that the Navy share of reimbursement for instructors will continue through the 30 June date to reassure them that knowledgeable personnel will be available for assistance. Disposition guidance is contained in the NJROTC Supply Manual (NAVEDTRA 37123 Series).

CHAPTER III

ENROLLMENT OF STUDENTS

	<u>ARTICLE</u>
Enrollment	301
Special NJROTC Student Enrollment	302
Home-schooled Student Enrollment	303
Cross Enrollment	304
Student Identification Cards	305
Cadet Probation	306
Cadet Disenrollment	307
Transfer Between Units	308
Certificate of Completion	309
Special Benefits	310
Military Organization of Unit Enrollment.....	311

301. Enrollment. Unit enrollment should reflect the demographics of the student body. Except as modified by Article 302, to be eligible for enrollment and continuance as a cadet in an NJROTC unit, a student must:

a. Be enrolled in and attending a regular course of instruction at the school hosting the unit, in a grade 9 through 12.

b. Be a U.S. citizen or national, or alien lawfully admitted to the U.S. for permanent residence.

c. Be physically qualified to participate fully in the physical education program in the school. An exception to this enrollment requirement for "special NJROTC students" is outlined in Article 302.

d. Be selected by the NJROTC instructor with the approval of the school principal or his/her representative.

e. Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation.

f. Maintain acceptable standards of conduct.

g. Comply with the personal grooming standards as set forth in the "NJROTC Cadet Field Manual," NAVEDTRA 37116 series. Common sense and good judgment should be used to attain these standards. Standards will not be relaxed so as to reflect discredit on the naval service.

302. Special NJROTC Student Enrollment. Under the secondary school's enrollment policy and when desired by the principal of the host school, students who are ineligible for membership as

regular NJROTC students may enroll as special NJROTC students. Special NJROTC students may participate in school approved NJROTC activities, be called NAVAL CADETS, wear the uniform, participate as cadet officers, and go on field trips to military installations. Special students must be enrolled in the host school in a grade 9 through 12, maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation, maintain acceptable standards of conduct, and comply with personal grooming standards as set forth in the NJROTC Cadet Field Manual (NAVEDTRA 37116 Series). Any special equipment or additional instructors that are needed to instruct special NJROTC students will be provided by the school at no cost to the Navy. A maximum number of special students must be mutually agreed upon by the SNSI and the principal so as to not place an undue workload on the NJROTC program or its instructors. Special NJROTC students may not, however, be counted toward minimum enrollment required to maintain an NJROTC unit.

303. Home-schooled Student Enrollment. Under the secondary school's enrollment policy and when desired by the principal and the SNSI of the host school, home-schooled students may enroll as special students, but will not be counted toward minimum enrollment required to maintain an NJROTC unit.

304. Cross Enrollment. Under the secondary school's enrollment policy and when desired by the principal and the SNSI of the host school, students enrolled in a grade 9 through 12 from other than the host school the meet enrollment criteria, may enroll in NJROTC at a host school. Students meeting enrollment criteria of Article 301, except (a), will be counted toward minimum enrollment. Student enrollment from the host school must remain significantly greater than the number of cross-enrolled students. Additional costs for transportation to the host school will not be provided by the Navy.

305. Student Identification Cards. Cadets may be issued cards (CNET 5512/6) identifying the members of the NJROTC unit of the particular school (upon request, cards are furnished by CNET to area managers for distribution to individual units or directly to the requesting unit). Cadets shall not be issued either DD Form 1137 (Uniform Services Identification and Privilege Card) or any other type of military identification card.

306. Cadet Probation. The SNSI is authorized to place on probation, with the approval of the principal, any NJROTC cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of uniform, or whose conduct is prejudicial to the program, provided the SNSI considers the difficulty to be transitory and the cadet has the potential and motivation to be successful as an NJROTC cadet. Cadets placed on probation shall be informed in writing.

307. Cadet Disenrollment. A cadet may be disenrolled by the NJROTC instructor, with the approval of the principal, for any of the following reasons:

- a. Failure to maintain the standards required for enrollment.
- b. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable traits of character.
- c. Failure to meet the terms of probation or to correct the deficiency for which placed in a probationary status.
- d. Receiving a final grade of "F" in any naval science course.
- e. Disenrollment from the school.
- f. Request of the individual student.

308. Transfer Between Units. Transfer of cadets from Army, Air Force, Marine Corps, and other NJROTC units is authorized, and full credit will be given for training received. Transferred cadets are authorized to wear ribbons and medals previously earned, following all NJROTC awards in precedence.

309. Certificate of Completion. A Certificate of Completion, for each 7200-minute naval science course successfully completed, will be presented by the SNSI to each cadet at the end of each academic year or semester as appropriate.

310. Special Benefits

a. Advanced Placement. Students presenting evidence of successful completion of at least 3 years of Junior ROTC under any Military Department are entitled to advanced promotion to pay grade E-3 upon initial enlistment in an active or reserve component of the Army, Navy, or Air Force, and grade E-2 in the Marine Corps. Students accepted for enlistment, who provide evidence of successful completion of 2 years of a Junior ROTC program, are entitled to be enlisted in pay grade E-2 (except in the Marine Corps and Air Force).

b. U.S. Naval Academy. Students who successfully complete the NJROTC program may compete for appointment to the U.S. Naval Academy under the NROTC/NJROTC quotas available. The SNSI is authorized to nominate a maximum of three eligible cadets each year to compete for these appointments. Details are provided annually to all units by the U.S. Naval Academy. NJROTC units designated as Distinguished Units (with Academic Honors) will be granted additional nominations as described in Article 1105.

c. NROTC Scholarships. In addition to the opportunity all high school students have to compete for NROTC scholarships, cadets who have completed at least 2 academic years of NJROTC and are recommended by their SNSI will also be considered by a special NROTC scholarship selection board. This board meets each year for the purpose of awarding 4-year scholarships to NJROTC cadets. Details are provided each year to all units by CNET.

d. CMP Scholarships. The Civilian Marksmanship Program (CMP) offers \$1000 scholarships to NJROTC cadet seniors that excel in air rifle marksmanship, will enroll in college ROTC and meet CMP selection criteria. Details are provided each year to all units by CNET and are available on the CMP web site at www.odcmp.com.

e. Navy College Program (NCP). The Navy College Program provides educational opportunities for all Navy enlisted personnel including NJROTC cadets who enlist in the Navy upon graduation from high school. Through the NCP, Sailors can voluntarily obtain an Associate or Bachelor's degree by earning academic credit for Navy training, on-the-job work experience, and other off-duty educational opportunities such as traditional courses, credit-by-examination and distance learning programs.

311. Military Organization

a. The NJROTC unit will generally be organized as follows:

- (1) One company containing two or more platoons
- (2) Each platoon containing two or more squads
- (3) Each squad containing two or more cadets

b. In units of under 150 cadets, NJROTC cadet officers will be organized and assigned in general as follows:

<u>COMPANY STAFF</u>	<u>RATE/RANK</u> <u>ABBREVIATION</u>
Commander--Cadet Lieutenant Commander	LCDR
Executive Officer--Cadet Lieutenant	LT
Operations Officer--Cadet Lieutenant Junior Grade	LTJG
Supply Officer--Cadet Lieutenant Junior Grade	LTJG
Assistant Supply Officer--Cadet Ensign	ENS
Administration/Communications Officer--Cadet Ensign	ENS
Public Affairs Officer--Cadet Ensign	ENS
Athletic Officer--Cadet Ensign	ENS
*Chaplain--Cadet Ensign	ENS
Company Chief Petty Officer--Cadet Chief Petty Officer	SCPO/CPO

PLATOON STAFF

Commander--Cadet Ensign (three)	ENS
Mustering Petty Officer--Cadet Chief Petty Officer	CPO
Guide--Cadet Petty Officer First Class	PO1
Squad Leader (each squad)--Cadet Petty Officer Second Class	PO2
Assistant Squad Leader (each squad)--Cadet Petty Officer Third Class	PO3

COLOR GUARD (Required)

National Color Bearer--Cadet Chief Petty Officer	CPO
Company Color Bearer--Cadet Petty Officer First Class	PO1
State/School Color Bearer (optional)--Cadet Petty Officer First Class	PO1
Color Escorts--Cadet Petty Officer Second Class (two)	PO2

DRILL TEAM (Required)

Commander--Cadet Lieutenant Junior Grade	LTJG
Executive Officer--Cadet Ensign	ENS
Mustering Petty Officer--Cadet Chief Petty Officer	CPO
Guide--Cadet Petty Officer First Class	PO1
Squad Leader (each squad)--Cadet Petty Officer Second Class	PO2
Assistant Squad Leader (each squad)--Cadet Petty Officer Third Class	PO3

DRUM AND BUGLE CORPS (Optional but encouraged)

Commander--Cadet Lieutenant Junior Grade	LTJG
Executive Officer--Cadet Ensign	ENS
Mustering Petty Officer--Cadet Chief Petty Officer	CPO
Drum Leader (each squad)--Cadet Petty Officer Second Class	PO2
Assistant Drum Leader (each squad)--Cadet Petty Officer Third Class	PO3

RIFLE TEAM (Optional)

Team Captain--Cadet Lieutenant Junior Grade	LTJG
Range Officer--Cadet Ensign	ENS

c. Units of 150 or more cadets are authorized a battalion structure which will be organized in general as follows:

<u>BATTALION STAFF</u>	<u>RATE/RANK</u> <u>ABBREVIATION</u>
Battalion Commander--Cadet Commander	CDR
Battalion Executive Officer--Cadet Lieutenant Commander	LCDR
Operations Officer--Cadet Lieutenant	LT
Administration/Communications Officer--Cadet Lieutenant Junior Grade	LTJG
Supply Officer--Cadet Lieutenant Junior Grade	LTJG

Assistant Supply Officer--Cadet Ensign	ENS
Public Affairs Officer--Cadet Ensign	ENS
Athletic Officer--Cadet Ensign	ENS
*Chaplain--Cadet Ensign	ENS
Battalion Chief Petty Officer--Cadet Chief Petty Officer	MCPO/SCPO

*Optional billets; these billets need not be duplicated within battalion or regimental organizations.

d. Unit of two or more battalions are authorized a regimental structure which will be organized in general as follows:

<u>REGIMENTAL STAFF</u>	<u>RATE/RANK</u> <u>ABBREVIATION</u>
Regimental Commander--Cadet Commander	CDR
Regimental Sub-Commander--Cadet Lieutenant Commander	LCDR
Operations Officer--Cadet Lieutenant	LT
Communications Officer--Cadet Lieutenant Junior Grade	LTJG
Supply Assistants (4)	CPO, PO1 PO2, PO3 PO2
Administrative/Communications Assistant	

e. Although the military organization outlined makes provision for a drum and bugle corps or band, such items as musical instruments, sheet music, and music supplies will not be provided at government expense. At the discretion of the SNSI, a fife and drum corps may be established in lieu of a drum and bugle corps.

CHAPTER IV

INSTRUCTOR ADMINISTRATIONARTICLE

General	401
Communications	402
Instructor Certification Application Procedures	403
NJROTC Instructor Certification Board	404
Instructor Placement	405
Instructor Personnel	406
New Instructor Orientation Training	407
Senior Naval Science Instructor	408
Naval Science Instructor	409
Personal Appearance	410
Personal Behavior for NJROTC Instructors	411
Standards of Conduct for NJROTC Instructors	412
Instructor Decertification	413
Authorized Instructor Staff	414
Failure to Fill Instructor Vacancies	415
Instructor Evaluation.....	416
Additional Duties at the Institution	417

401. General

a. In accordance with provisions of law, the NJROTC program is operated under guidance of SECNAV.

b. CNET is the responsible administrative agent for SECNAV and is granted authority commensurate with this responsibility.

c. Local NJROTC units and school authorities receive guidance and program support from CNET via the area manager.

d. Civilian heads of institutions have the same academic and organizational relationship with the NJROTC unit that they ordinarily have with other academic departments of the host school. Senior Naval Science Instructors must be assigned as the Head of the Naval Science Department.

402. Communications. It shall be the responsibility of the SNSI to ensure that the information promulgated by manuals, instructions, and notices, is properly disseminated to the host institution officials, as appropriate.

403. Instructor Certification Application Procedures

a. Retired sea service personnel (E-6 through O-6) who have at least 20 years of active service or personnel approved for retirement benefits under the Temporary Early Retirement Author-

ity (TERA) with 15 through 19 years of active duty service. Personnel who have been medically retired with less than 20 years of active duty service are not eligible until permanent retired pay is being received. Active duty personnel within 1 year of retirement and retired personnel may apply for a 3-year certification up to 6 years after retirement. Applicants must be in compliance with personal appearance standards (Appendix 6). The SNSI is the senior officer employed by the school. All other personnel employed by the school in the NJROTC program are called NSIs. Either the SNSI or NSI must have retired from the United States Navy. The minimum education requirement for SNSIs is a baccalaureate degree from an accredited college or university. This requirement may be waived if the applicant is actively pursuing a baccalaureate degree. A high school diploma or its equivalent is required for NSIs. Specific instructor qualification requirements will remain the decision of school officials.

b. DOD Directive 1205.13 states that the authorized strength of retired officer and noncommissioned officer instructors shall be one retired officer instructor per 500 enrolled ROTC students, or major fraction thereof, and one retired enlisted instructor per 100 enrolled ROTC students, or major fraction thereof. Any school that qualifies for a Junior ROTC unit shall be authorized at least one officer. To comply with this policy, the following situations are "grand fathered in":

(1) Officers without a bachelor's degree who have Navy certification to serve as NSIs may do so. If they are currently employed and desire to change employment to another school as an NSI, they may do so.

(2) Officers with SNSI certification currently employed as NSIs may be retained in that position as long as school officials wish to continue their contract. However, those officers with SNSI certifications currently employed as NSIs may not be reemployed elsewhere as an NSI. After leaving their current NSI position, they are only eligible to be hired as an SNSI.

(3) Occasionally, individuals retire at their highest enlisted rank, until they have a combined total of 30 years active duty plus fleet reserve. After the 30 years, they assume their officer rank. Those officers may continue to serve as the NSI as long as the school officials wish to continue their contract. If these officers have a bachelor's degree, they may have their original certification reissued as an SNSI and seek employment as an SNSI. Individuals who revert back to their officer rank will be paid at the officer rank.

c. Applicants must complete the NJROTC Instructor Certification Application (CNET 1533/2). As a minimum, the basic application must be received by CNET (NJROTC) at least 6 weeks prior to the convening date of the NJROTC Instructor Certif-

ication Board. The application package consists of the following:

(1) NJROTC Instructor Certification Application (CNET 1533/2).

(2) Current physical examination (not more than 1 year old). This must be completed by a physician using Standard Form 88 (Report of Medical Examination) and your current Standard Form 93 (Report of Medical History). Officers may substitute Officer Physical Examination Questionnaire (NAVMED 6120/2) for the Standard Form 93. Applicant must ensure that height, weight, and percent body fat data are included in the appropriate blocks. If the examination is not done at a military facility, Standard Forms 88 and 93 may be copied and used by the physician performing the physical examination.

(3) Current photograph (not more than 1 year old). The photograph will be attached to CNET 1533/99. The uniform for this photograph shall be Summer Khaki to provide maximum photographic clarity. Summer White may be used where khakis are not authorized; however, significant loss of detail may occur in resulting photographs. Navy E-6 applicants may wear Summer White or Winter Working Blue, depending on the season. Marine Corps and Coast Guard applicants are to be photographed in a uniform comparable to that specified for Navy applicants. The photograph shall display a full-length, three-quarter view of the applicant in the prescribed uniform, uncovered, with the left shoulder forward, against a plain contrasting background, in a size approximately 4 inches in width and 5 inches in height. Background shall be flat and provide sufficient contrast to highlight details of uniform. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph may be produced which complies, as closely as possible, with the requirements specified above. For officers, these are the same requirements specified for official file photographs.

(4) Interviewer's Appraisal (CNET 1533/34). A Navy interview is required for the certification process. The applicant should contact the NJROTC area manager nearest to his/her location to schedule the interview. Either the area manager or a local SNSI designated by the area manager will conduct the interview. Active duty applicants assigned overseas may ask a senior naval officer at their location to conduct the interview. The applicant must make all arrangements for and bear all costs of the interview (including travel). The Interviewer's Appraisal will be forwarded by the interviewer to CNET for inclusion in the application package. A copy is not to be provided to the applicant.

d. Marine Corps personnel must request a copy of the Master Brief Sheet and Official Military Personnel File on microfiche by

citing the Privacy Act from:

(Official Military Personnel Files are requested by last two digits of social security number (SST))

(SSN last two 00 - 49)
 Commandant of the Marine Corps
 Headquarters Marine Corps
 Code MMSB-15
 2088 Elliott Rd Suite #222
 Quantico, VA 22134-5030

(SSN last two 50 - 99)
 Commandant of the Marine Corps
 Headquarters Marine Corps
 Code MMSB-14
 2008 Elliott Rd Suite #218
 Quantico, VA 22134-5030

(Master Brief Sheets)
 Commandant of the Marine Corps
 Headquarters Marine Corps
 Code MMSB-33
 2088 Elliott Rd Suite #231
 Quantico, VA 22134-5030

Applicants must provide the required physical results, photograph, and schedule the Navy interview.

e. Coast Guard applicants must provide the required physical results, photograph, schedule the Navy interview, and request Coast Guard officials provide a copy of the applicant's service record for review by the certification board. Coast Guard applicants must write to Commandant, U.S. Coast Guard (G-TPS-2), 2100 Second Street S.W., Washington, DC 20593-0001, cite the Privacy Act, and request that the service record be mailed directly to: Chief of Naval Education and Training, CNET (NJROTC), 250 Dallas St., Pensacola, FL 32508-5220. The service record copy will be returned to the applicant after review by the NJROTC board.

404. NJROTC Instructor Certification Board

a. A certification board is scheduled semiannually (usually May and November) by the Navy Personnel Command (NPC) and convened by CNET. The board is normally composed of four officers (NJROTC area managers and NJROTC program administration personnel) and a recorder, and is usually in session for 1 week. The board will review the service record and application packages of all applicants.

b. Special boards may be convened by CNET if necessary on a case-by-case basis to consider certification requests or decertification actions.

(1) For the convening of a special certification board, the host school principal must request, in writing, to hire an applicant not previously screened for certification or an applicant whose certification has expired but is eligible for consid-

eration for recertification. The request must be submitted to the NJROTC area manager, who will ensure that a complete application package is submitted to CNET. CNET must receive the completed application, required Risk Factor Screening/Physical Readiness Test Results or Personal Appearance/Body Fat Measurements, the results of the interview, and an official copy of the applicant's service record from NPC or from the National Personnel Records Center in St. Louis, Missouri, if the applicant has been retired more than 6 months. Coast Guard applicants must furnish all of the above requirements. Marine Corps applicants must provide Part 1 of the NJROTC Instructor Certification Application, and a copy of their Marine Corps Certification.

(2) A special board is convened to consider decertification when information regarding a prior screened applicant or actions of an NJROTC instructor indicate that, in the best interests of the NJROTC program, immediate action is necessary to consider continued certification.

c. Selection:

(1) Upon being selected for certification as an instructor in the NJROTC program, personnel will be furnished a letter of certification and a current list of instructor vacancies. The vacancy list may also be obtained from area managers or on the NJROTC website at www.njrotc.navy.mil. The NJROTC program manager and area managers will assist prospective instructors in securing employment. However, it is the responsibility of the individual to establish contact with host schools and to arrange for employment interviews. The cost of travel to and from employment interviews is the responsibility of the individual or school and shall be at no cost to the Navy.

(2) The instructor certification will normally be valid for 3 years unless employed as an SNSI or NSI. Instructors whose employment at a school ends through no fault of their own (e.g., unit closure, or to accept another position) will retain their certification for 1 year from the date of termination. If not reemployed in the NJROTC program within the 1-year period, application for recertification may be made to CNET (NJROTC) up to 6 years following termination of employment at a unit. When applying after 3 years, certification will expire 6 years from employment.

d. Non-selection:

(1) An applicant may not be reconsidered if not selected.

(2) A special certification board will be convened in the case of an applicant who was considered by a board but not selected if it is determined that the action of that board was

contrary to law, or involved material error of fact or material administrative error, or that the board did not have before it for consideration material information (other than that required to be provided by the applicant).

(3) An applicant shall be reconsidered in cases where an error or omission in the applicant's record precluded the applicant's proper consideration. Applicants will not be considered by a special certification board if, in exercising reasonable diligence, the applicant could have discovered the error or omission in his/her record and could have taken timely corrective action prior to the convening of the regularly scheduled certification board.

(4) The above is based on principles contained in SECNAVINST 1401.1 series.

e. Certification will be revoked for the following reasons:

(1) if the school dismisses the SNSI/NSI or fails to renew the instructor's contract for cause, which must be provided to CNET in writing to warrant decertification,

(2) if an instructor resigns without proper notice and without reasonable justification,

(3) if an instructor resigns while under investigation or to avoid investigation, or

(4) if an instructor resigns after being advised that their performance will be reviewed by an NJROTC Instructor Certification Board to consider continued certification, or

(5) upon consideration of the conduct, performance, and evaluations of an SNSI/NSI by the school and/or designated inspectors, CNET determines that continued certification of the instructor is not in the best interests of the program.

(6) if an instructor resigns from the program while on probation or in an evaluation status for physical appearance, certification will expire on the effective date of their resignation.

f. An instructor whose certification is revoked under any of the foregoing circumstances may request a review of their case by an NJROTC Instructor Certification Board, at a regularly scheduled or special convening of the board, within 1 year after revocation of certification.

405. Instructor Placement. Upon being selected for certification as an instructor in the NJROTC program, personnel will be furnished a letter of certification and a current list of the

instructor vacancies and area managers. The NJROTC program manager and NJROTC area managers will assist prospective instructors in securing employment. However, it is the responsibility of the individual to establish contact with host schools and to arrange for employment interviews. The cost of travel to and from employment interviews must be borne by the individual or school.

406. Instructor Personnel

a. The Head of the Department of Naval Science at an educational institution where a unit of the NJROTC program has been established is called the Senior Naval Science Instructor (SNSI). The SNSI is the senior commissioned officer employed by the institution. All other personnel employed by the school in the NJROTC program are called Naval Science Instructors (NSI). Either the SNSI or NSI must have retired from the United States Navy.

b. The selection and employment of retired officer and enlisted personnel for duty with NJROTC units are functions of the school. Specific instructor qualification requirements will remain the decision of school officials. Although retired personnel hired as NJROTC instructors are employees of the school, and are responsible to the school administrators, CNET retains ultimate responsibility and authority for the NJROTC program. Therefore, it is expected that the instructors will meet the requirements and standards prescribed by CNET, as well as meeting the requirements and standards of the host school administration.

c. If relocation is necessary to secure employment, it will be the responsibility of the selected instructor to relocate, at the instructor's own expense, to the school where hired.

d. Any school that qualifies for a Junior ROTC unit shall be authorized at least one officer. To comply with this policy, the following situations are "grand fathered in":

(1) Officers without a bachelor's degree who have Navy certification to serve as NSIs may do so. If they are currently employed and desire to change employment to another school as an NSI, they may do so.

(2) Officers with SNSI certification currently employed as NSIs may be retained in that position as long as school officials wish to continue their contract. However, those officers with SNSI certifications currently employed as NSIs may not be reemployed elsewhere as an NSI.

(3) Occasionally, individuals retire at their highest enlisted rank, until they have a combined total of thirty years

active duty plus fleet reserve. After the 30 years, they assume their officer rank. Those officers may continue to serve as the NSI as long as the school officials wish to continue their contract. If these officers have a bachelor's degree, they may have their original certification reissued as an SNSI and seek employment as an SNSI.

e. The school may hire one instructor who is a retired officer or senior enlisted member of the Marine Corps or Coast Guard, in lieu of hiring all retired Navy instructors. For those units authorized four or more instructors, requests to hire additional Marine Corps or Coast Guard, instructors will be considered on a case-by-case basis by CNET (NJROTC).

f. The normal retired status of SNSI and NSI is not altered by employment in the NJROTC program. While they are to be accorded the traditional courtesy and respect due by virtue of their rank, they are in a civilian status.

g. In order that the maximum coordination possible is achieved between the NJROTC unit and other academic departments, the staff of the Department of Naval Science shall be given full membership in the institution's faculty in appropriate ranks and be accorded the rights and privileges of faculty members. It is desired that the SNSI encourage the institutional authorities, when appropriate, to use the naval science staff members on faculty committees in order that their services may be utilized in the same manner as are the services of all other members of the faculty.

h. No leave of absence or sabbatical leave will be approved for NJROTC instructors. If a school district chooses to grant an NJROTC instructor a leave of absence, the school district will not receive any compensation from the Navy for that instructor until he/she returns and resumes instructor duties. Therefore, the district will be liable to assume the whole compensation costs listed in the NJROTC contract. Additionally, the district must hire a Navy NJROTC certified replacement instructor during the leave of absence period.

i. The Chief of Naval Education and Training interposes no objection to NJROTC instructors joining teacher associations. As for teachers' unions, if a school goes on strike, the NJROTC instructors can do whatever they feel is best for them, as long as it does not reflect negatively on the Navy. NJROTC instructors may not picket in uniform. Sometimes instructors will cross picket lines wearing civilian clothes so as not to be videotaped or photographed by the media in uniform. If an instructor strikes, the school is not reimbursed for those days that they do not pay the instructor.

407. New Instructor Orientation Training (NIOT)

a. A mandatory program of instruction to indoctrinate new SNSIs and NSIs is held annually, normally at the end of July. All instructors are required to attend this orientation course during the first year of their employment. Failure to attend or complete this course could result in decertification.

b. Uniforms are required. Appropriate uniform information will be included in authorization letters to attendees based on dates and training location.

c. Schools are requested to provide advance per diem and travel money to the instructor. A letter will be sent to the NJROTC instructor announcing the training with an enclosure for the principal indicating the amount of per diem/travel expenses authorized. Schools will be reimbursed by the NJROTC accounting office upon submittal of Standard Form 1034 (Article 1502f) by the school, except for instructors hired in excess of the authorized limit, who are fully salaried by the school. Excess instructors may attend NIOT as approved by CNET at no cost to the Navy.

408. Senior Naval Science Instructor (SNSI)

a. The SNSI is responsible for carrying out policies relative to the administration of the NJROTC unit. The SNSI also advises institution authorities as to the provisions of law and regulations as they relate to the operation of the NJROTC unit maintained at the institution. Compensation for duties assigned by the institution, other than NJROTC duties, shall be resolved by the SNSI and the local institution officials on a separate contractual basis, and shall be at no cost to the Navy. Such additional service shall be performed outside the scope of NJROTC duties and may not be during normal school hours. (This requirement does not preclude NJROTC instructors from serving on routine committees or performing curricular or extra curricular duties normally performed by and rotated equitably among other faculty members.)

b. Guidelines for specific duties and responsibilities of the SNSI include:

- (1) Teaching a multi-subject 3- or 4-year curriculum.
- (2) Instructing in military drill.
- (3) Counseling students in the NJROTC program.

(4) Requiring NJROTC cadets to conduct themselves in a military manner at all times when the cadets are under naval supervision (i.e., when attending naval science classes, drills,

or on authorized field trips/orientation cruises, etc.).

(5) Ensuring the cadets observe the chain-of-command and do not contact CNET directly unless authorized.

(6) Ensuring NJROTC cadets in uniform observe the courtesies and traditions of the service.

(7) Writing/updating lesson plans for the NJROTC curriculum and other lesson preparation requirements.

(8) Requisitioning all government furnished equipment as authorized or allowed (includes uniforms, training aids, books, drill rifles, air rifles, and organizational equipment).

(9) Arranging for cleaning and tailoring of uniforms.

(10) Surveying old and worn uniforms and other government property.

(11) Performing simple preventive maintenance of training aids and devices.

(12) Inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory).

(13) Ensuring proper physical security of all government furnished equipment/materials.

(14) Planning extracurricular activities for the NJROTC unit (including color/honor guard ceremonies, drill team and rifle teams competitive meets, field trips, basic leadership training camps, ship cruises, etc.).

(15) Preparing periodic reports on program administration and logistics.

(16) Keeping current and abreast of new developments and organizations within the Navy.

(17) Assessing unit processes to assure NJROTC program objectives are met.

(18) Attending Navy-sponsored training to keep abreast of current requirements of program management.

(19) Taking courses of instruction to improve teaching abilities.

(20) Establishing rapport with school counselors and faculty members.

(21) Making annual presentations of the NJROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.

(22) Maintaining financial accounts of operating budget (see Chapter XV).

(23) Preparing financial vouchers to the Navy for reimbursement of expenditures to the school made in support of the NJROTC program (see Chapter XV).

(24) Establishing contact with civic groups to obtain their recognition and support of the NJROTC program.

(25) Informing the public of NJROTC activities and achievements by making full use of school publications as well as local news media.

(26) Preparing and submitting to CNET (NJROTC), via the area manager, as soon as possible, copies of news releases, transcripts, and/or narrative descriptions of radio and television broadcasts (if of national interest).

(27) Serving on routine committees or performing curricular or extracurricular duties normally performed by and rotated equitably among other faculty members.

(28) Informing CNET, via the area manager, of SNSI/NSIs receiving recognition as a Teacher of the Year/Month or any other significant award. (Provide biography, last duty station, how long retired, warfare qualifications, how long an NJROTC instructor, name of award, name of school/district, number in competition, etc.)

(29) Informing school officials and CNET, via the area manager, of changes in employment of SNSI/NSIs in a timely manner.

(30) Ensuring safety and well being of cadets is observed at all times during cadets' participation in NJROTC activities.

(31) Ensuring non-discriminatory practices to and of cadets, and taking immediate corrective action when necessary.

409. Naval Science Instructor (NSI)

a. NSIs shall perform such duties as may be assigned to them by the SNSI. Compensation for duties performed for the school, other than NJROTC duties, shall be resolved by the NSI and the local school officials on a separate contractual basis, and shall be at no cost to the Navy. Such additional service shall be performed outside the scope of NJROTC duties and may not be

during normal school hours. (This requirement does not preclude NJROTC instructors from serving on routine committees or performing curricular or extra curricular duties normally performed by and rotated equitably among other faculty members.)

b. Guidelines for specific duties and responsibilities of the NSI are the same as those set forth in Article 409 for the SNSI.

410. Personal Appearance

a. NJROTC instructors are conspicuous representatives in the local civilian community for the NJROTC program, as well as their own military services. They are also role models, and as such, they are expected to uphold traditional military standards of decorum and personal appearance. Particular attention to the maintenance of proper uniform, haircut, and body fat standards must be in compliance with Navy personal appearance standards.

b. Compliance is determined by applying the Navy Screening Tables for Weight by Height (Appendix 6). Should this screening find that the instructor does not meet the standard in the tables, body fat percentage shall be determined in accordance with Appendix 6, Percent Body Fat Measurement Procedure. Only the Navy body composition determination procedures contained in Appendix 6 are to be used (or subsequent OPNAVINST 6110.1 series).

c. NJROTC instructors who are currently employed, but do not meet the current Navy personal appearance standards as outlined in Appendix 6, will be placed in an appearance evaluation status pending compliance. Instructors shall be evaluated according to current Navy standards during the NJROTC Unit Inspection by the area manager, and appropriate entry made on the instructor's annual evaluation. For units submitting the Off-Site Evaluation Form during non-NJROTC Unit Inspection years by the area manager, instructors will have height/weight/body fat entries on the Instructor Evaluation Form verified and signed by a School or other Health Care Professional.

d. Instructors in an appearance evaluation status, who do not make satisfactory progress toward meeting prescribed standards within the time specified in their appearance evaluation status notification letter, may be processed for decertification. Unless otherwise prescribed by their physician, satisfactory progress is considered to be 1-2 pounds of weight loss per week or approximately 1 percent of body fat every 2 weeks. They will be required to weigh in weekly and obtain a body fat measurement monthly from a health care professional (e.g., school nurse, family physician, etc.). The information will be forwarded to their area manager monthly. The area manager will provide this data to CNET prior to the May

instructor certification board while they are in appearance evaluation status.

e. Instructors currently in a personal appearance evaluation status who meet the Navy personal appearance standards may again provide either their height/weight or body fat measurement from a health care professional to CNET via the area manager. The instructor will then be removed from personal appearance evaluation status.

f. NJROTC instructors decertified for personal appearance reasons are eligible to apply for recertification any time after notification of decertification, up to 1 year following the effective date of decertification. Individuals who meet weight/body fat standards may request consideration for recertification by submitting a letter to CNET (NJROTC) with the Personal Appearance/Body Fat Measurements (CNET 6110/4) completed by a health care professional.

g. Certification will be revoked for NJROTC instructors who resign while in a personal appearance evaluation status, effective upon the last day of employment.

411. Personal Behavior of NJROTC Instructors. NJROTC instructors by virtue of their positions are held to the highest standards of personal behavior. They must be constantly aware of the potential for problems in their relations with students, including the possibility of unwarranted accusation, and be guided in their behavior accordingly. What an instructor may consider an innocent act or gesture may be misinterpreted and give the appearance of wrongdoing. Such situations are difficult to recover from, even when the instructor is later exonerated. Instructors must exercise good judgment and take great care to avoid potentially compromising situations. They must be very sensitive to the damage that personal conduct incidents can do to high school students, the NJROTC program, the Navy, and their personal lives. The Navy does not tolerate behavioral impropriety in the NJROTC program. Further, any misconduct with cadets will be grounds for decertification by the Navy, and depending on the circumstances, may also lead to criminal prosecution.

412. Standards of Conduct for NJROTC Instructors. To maintain public confidence in the integrity of the Department of the Navy, all NJROTC instructors shall comply with the following standards of conduct:

a. Avoid any action, whether or not specifically prohibited, which might result in or reasonably be expected to create the appearance of:

(1) Using the position for private gain.

(2) Giving preferential treatment to any person or entity.

(3) Impeding government efficiency or economy.

(4) Losing complete independence or impartiality.

(5) Adversely affecting the confidence of the public in the integrity of the government.

b. Do not engage in any activity or acquire or retain any financial interest that results in a conflict between your private interest and the public interest of the United States related to your duties.

c. Do not engage in any activity that might result in or reasonably be expected to create the appearance of a conflict of interest.

d. Do not accept gratuities from providers of products or services.

e. Do not use your position to influence any person to provide any private benefit.

f. Do not use inside information to further a private gain.

g. Do not use your rank, title, or position for commercial purposes.

h. Avoid outside employment or activity that is incompatible with your duties or may bring discredit to the Navy.

i. Never take or use government property or services for other than officially approved purposes.

j. Do not give gifts to your superiors or accept them from your subordinates. This prohibition does not include voluntary gifts or contributions of nominal value on special occasions such as marriage, illness, departure, or retirement, provided any gifts acquired with such contributions are not extravagant or excessive in nature.

k. Conduct no official business with persons whose participation in the transaction would be in violation of law.

l. Seek ways to promote efficiency and economy in the NJROTC program and public confidence in its integrity.

413. Instructor Decertification. Certification will be revoked for the following reasons:

a. If the school dismisses the SNSI/NSI or fails to renew the instructors contract for cause,

b. If an instructor resigns without proper notice and without reasonable justification,

c. If an instructor resigns while under investigation or to avoid investigation, or

d. If an instructor resigns after being advised that their performance will be reviewed by an NJROTC Instructor Certification Board to consider continued certification, or

e. Upon consideration of the conduct, performance, and evaluations of an SNSI/NSI by the school and/or designated inspectors, CNET determines that continued certification of the instructor is not in the best interests of the program.

f. The certification of NJROTC instructors who resign from the program while on probation will expire on the effective date of the resignation. An instructor whose certification is revoked under any of the foregoing circumstances may request a review of their case by an NJROTC Instructor Certification Board, at a regularly scheduled or special convening of the board, within 1 year after revocation of certification.

414. Authorized Staff

<u>ENROLLED CADETS</u>	<u>TOTAL</u>
Up to 150	2
151-250	3
251-350	4
351-450	5
451-550	6
551-650	7
651-750	8
751-850	9
851-950	10
951-1050	11

a. Additional Instructors. Units that wish to hire an additional instructor(s) per the staffing levels outlined above, may make requests as follows:

(1) When a vacancy occurs at a unit that has three or more instructors authorized, a replacement instructor may be hired upon approval of the area manager. Requests may be submitted by letter or e-mail to the area manager. Include the unit's current enrollment and type schedule.

(2) When the unit enrollment has increased sufficiently

during the school year to require an additional instructor, a newly authorized instructor may be hired with CNET approval. Requests may be submitted by letter or e-mail to the area manager for endorsement and forwarding to CNET. Include the unit's current enrollment and type schedule.

b. Pre-enrollment Instructor Staffing Levels. School officials may elect to hire additional instructors based on the school's estimated enrollment for the coming school year.

(1) When the pre-enrollment numbers for the upcoming school year indicate that the size of the unit will increase sufficiently to require an additional instructor, a newly authorized instructor may be hired with CNET approval. Requests may be submitted by letter or e-mail to the area manager by 15 May for endorsement and forwarding to CNET. Include the unit's current enrollment, pre-enrollment number, and type schedule.

(2) If an additional instructor is hired and the 1 October enrollment does not meet the minimum to maintain the staffing level, the Navy will discontinue salary reimbursement no later than 1 July.

415. Failure to Fill Instructor Vacancies. The area managers will determine which schools have had vacancies for 3 months or longer. After the position has been vacant for 3 months, the area manager will contact CNET and provide input to determine if the school should be placed in an evaluation status. The letter placing the school in an evaluation status will inform school officials of potential probationary status if the position is still vacant 3 months from the date of the letter.

416. Instructor Evaluation. An instructor evaluation will be completed on an annual basis for each instructor. The area manager will evaluate the SNSI during the Area Manager Inspection or for the unit Off-Site Evaluation. The instructor evaluation will be based upon direct and indirect observations of the SNSI since the last evaluation, observation of the unit and SNSI during the NJROTC Unit Inspection, and discussions with the principal and other administrators, fellow teachers, parents, community members, and cadets. The SNSI will evaluate the NSI(s) prior to the NJROTC Unit Inspection or the Off-Site Evaluation utilizing the same time frame concept and methodology. The original of the NSI's evaluation will be provided to the Area Manager during the inspection or with the Off-Site Evaluation. Instructor evaluations from the school will also be forwarded to the area manager for the unit Off-Site Evaluation, and may be submitted in lieu of the NJROTC Instructor Observation Report (CNET 1610/5). Special evaluations may be prepared as required using the format specified or a narrative format. The following guidelines are to be utilized in the completion of the Instructor Evaluation Form (CNET Form 1610/2). The Instructor Observation

CNETINST 1533.9K

Report (CNET Form 1610/5) is to be completed by a school official.

GUIDELINES TO USE IN COMPLETING SNSI/NSI EVALUATIONS

1. The instructor name and rank must be completed and either SNSI or NSI marked. The period of the evaluation is from the last evaluation (generally the last Unit or Off-Site inspection) to the date of the current Unit or Off-Site inspection. If an instructor has been on board for less than 60 days, the only section that must be graded is the Personal Appearance/Physical Readiness Section. The current school name and UIC must be completed. The instructor's height and weight must be completed. If the instructor's weight is not within limits specified in the NJROTC regulations, body fat percentage must be completed.

2. The remainder of the evaluation is graded utilizing one of three categories: "satisfactory", "needs improvement" or "unsatisfactory." Grades must be entered on each of the trait subsections.

3. The following guidelines should be utilized while completing the instructor evaluation form. The evaluator should discuss areas of concern with the instructor. Any area graded as "unsatisfactory" must be elaborated upon in the comments and goals section of the form.

a. Program Leadership. Among other items in this category, the SNSI/NSI should:

(1) Provide positive direction for the program. This should include establishment of long- and short-term goals and assessment of progress towards meeting goals.

(2) Involve cadets actively in goal development and administration of unit. All cadets should have equal opportunity to participate and advance within the unit.

(3) Develop good recruitment strategies. (If a unit did not meet minimum enrollment, and the individual being evaluated was onboard during the previous school year, the individual being evaluated normally will receive a grade of "unsatisfactory" in the overall area.)

(4) Conduct an effective public affairs program. This should include local media, parent involvement, and inclusion of community service organizations.

(5) Provide effective leadership to the NSI(s).*

(6) Ensure effective management of the unit fiscal resources. This includes proper accounting of all funds, on-time submission of reports, and use of proper requisition procedures.*

(7) Accurately complete reports required by higher authority in a timely manner.*

*(May not apply to all NSI's)

(8) Understand and utilize CNET-provided computers and programs.

(9) Establish and maintain a positive and safe environment. This should include cadet understanding of Training Time Out (TTO) procedures, general safety awareness, avoidance of high-risk training, operational risk management, proper completion of medical release forms, etc.

(10) Create an effective field trip program. This can include visits to fleet units, drill and field meet competitions, basic leadership training camps, leadership academies, etc.

b. Personal Appearance/Physical Readiness. Among other items in this category, the SNSI/NSI should:

(1) Comply with service uniform and grooming requirements applicable to active duty personnel. This includes possessing enough inspection-ready uniforms for daily wear.

(2) Be within NJROTC height/weight or body fat requirements.

(3) Wear the proper uniform in the classroom and when supervising/accompanying cadets in uniform.

(4) Possess the stamina to perform all duties required to be an effective role model and leader of an NJROTC unit. Among other items, this includes the ability to interact and actively participate in all aspects of the NJROTC program including orientation trips, orienteering exercises, drill and field meets, extra-curricular leadership programs, PFTs etc.

(5) Be physically fit and able to perform all duties of a chaperon while escorting cadets on trips away from the host school, i.e., marching with cadets if necessary, embarking on Navy or commercial vessels and aircraft.

(6) Present a positive image to cadets, fellow teachers, and the community.

(FAILURE TO MEET ANY OF THE ABOVE STANDARDS WILL RESULT IN A GRADE OF "UNSATISFACTORY")

c. Program Instruction. Among other items in this category, the SNSI/NSI should:

(1) Demonstrate evidence of effective planning and preparation for instructional periods.

(2) Use effective teaching techniques.

(3) Integrate all teaching aids, including videodisc, videocassette, and computers, as appropriate, into the classroom.

(4) Evaluate student progress effectively.

(5) Demonstrate ability to motivate students.

(6) Maintain proper classroom and student behavior.

The most recent principal's (or other school supervisor's) evaluation of instructor performance should be reviewed. The date that evaluation was conducted should be entered in the appropriate space. (If a standard school evaluation is not available, the principal should prepare a narrative evaluation of the instructor's performance.)

d. Interpersonal Relationships. Among other items in this category, the SNSI/NSI should:

(1) Demonstrate positive interpersonal relationships with cadets. This should include: encourage students to develop to their fullest potential, know each cadet as an individual, assist each cadet in dealing with success and failure, etc.

(2) Demonstrate a positive interpersonal relationship with fellow naval science instructor(s). It is essential that the SNSI and NSI(s) interact with each other in a positive, mutually respectful, and just manner. This includes an equitable distribution of workload both within and external

to the classroom.

(3) Demonstrate positive interpersonal relationships with parents and other members of the community. This includes interacting in a mutually respectful, empathetic, and just manner, while respecting others' rights to hold differing views.

(4) Communicate effectively in oral and written form. (The use of profanity or other inappropriate language in the classroom and in the field with cadets is strictly prohibited.)

(5) Demonstrate respect, understanding, and acceptance of others as individuals, regardless of sex, race or ethnic origin, cultural or socioeconomic background, religion or other condition.

e. Comments and Goals for the Next Year. Specific comments are required if any area is marked as "unsatisfactory." The instructor and the person conducting the evaluation should agree on the goals to be achieved in the following year and upon an effective measure of accomplishment and list them on the form. (Example: Increase cadet retention for the year. Successful accomplishment will be indicated if less than 10 percent of the 1 October enrollment drops prior to the annual inspection.)

f. Signatures and Distribution

(1) SNSI evaluations must be signed by the area manager. Signature of the person evaluated must be obtained. NSI evaluations must be signed by the SNSI. If any area is graded as "unsatisfactory," or if the comments and goals section contains any information that may be considered as negative, the individual being evaluated must sign and date the evaluation. This signature does not indicate concurrence with the evaluation; it indicates that the contents have been provided to the individual. Instructors may provide comments concerning the evaluation (see section below). The area manager must sign and date all SNSI/NSI evaluations that are completed by the unit SNSI. If the area manager does not concur with the evaluation conducted by the SNSI, the area manager must so indicate by writing "do not concur" on the area manager signature block and attaching and signing an addendum to the evaluation.

(2) Non-concurrence. If an individual does not concur with the contents of the evaluation, he/she should forward comments to CNET (NJROTC) via the SNSI (if the evaluation was submitted by the SNSI) and the area manager. Comments should discuss the area of concern and must be temperate in nature. These comments will be attached to the original evaluation and provided along with the evaluation to anyone who is authorized to review the evaluation. CNET will acknowledge receipt of these comments by mail.

(3) Distribution. The original evaluation will be forwarded to CNET (NJROTC) by the area manager. A copy will be provided to the individual evaluated and a copy will be retained by the area manager for 4 years.

NJROTC INSTRUCTOR EVALUATION

Instructor Name/Rank :	SNSI	NSI
Last Eval: _____ Current Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
School Name	Area	UIC

I. **Program Leadership:** ☐ satisfactory ☐ needs improvement ☐ unsatisfactory

II. **Reports/Records/ Administrative Compliance** ☐ satisfactory ☐ needs improvement ☐ unsatisfactory

III. **Program Instruction:** ☐ satisfactory ☐ needs improvement ☐ unsatisfactory

- ☐ School administrator's evaluation dated _____ reviewed and/or
☐ Instructor's performance discussed with school administrator

IV. **Interpersonal Relationships:** ☐ satisfactory ☐ needs improvement ☐ unsatisfactory

V. **Personal Appearance/ Physical Readiness:** ☐ satisfactory ☐ needs improvement ☐ unsatisfactory

Height _____ Weight _____ If height/weight is NOT within standards, provide:

Measurements: Neck _____ Waist _____ Hips (females only) _____ % Body Fat _____

VI. **Comments and Goals:** (Specific comments are required for any graded as "unsatisfactory." Continue on additional sheet if necessary.)

Signature of Evaluator Date

I have sighted this report and understand my right to make a statement:

Signature of Instructor (Required only if "unsatisfactory" indicated) Date

Signature of Area Manager concurrence upon NSI evaluations signed by NSI Date

Signature of School Health Care Professional (OFF-SITE ONLY) Date
CNET 1610/2 (Rev 6/01)

NJROTC INSTRUCTOR OBSERVATION REPORT

Note: A school administration evaluation, if completed during the current school year, may be submitted in lieu of this form.

Instructor Name/Rank	SNSI <input type="checkbox"/>	NSI <input type="checkbox"/>
School Name	UIC	
Period of Evaluation:		
Last Eval: _____ Current Date: _____		

I. Instructor Performance: Is the instructor performing successfully in the following areas:

	SAT/UNSAT
A. Advance classroom preparation	_____
B. Use of lesson plans	_____
C. Documentation of lessons planned/taught	_____
D. Use of laser disc or DVD player/ multimedia computer (if applicable)	_____
E. Instructor techniques	_____
F. Instructor/cadet rapport	_____
G. Use of guest lecturers	_____
H. Interpersonal relationships	_____
I. Personal appearance	_____
J. Personal conduct	_____

II. Cadet Performance: Does the instructor create an environment that promotes a climate of:

	SAT/UNSAT
A. Spontaneous classroom participation	_____
B. Responsiveness to questions	_____
C. Improved cadet appearance in/out of classroom	_____
D. Improved cadet behavior in/out of classroom	_____

Comments: (Please comment on unsatisfactory marks)

Signature of Evaluator	Title	Date
Signature of Instructor		Date
(Required only if unsat indicated)		

CNET 1610/5 (6/01)

417. Additional Duties at the Institution. The primary responsibility of the SNSI and NSI employed by an institution with an NJROTC unit shall be that of instruction, operation, and administration of the NJROTC program. Host schools shall contract separately with the individual NJROTC instructor for any additional duties desired by the institution beyond those connected with duties specifically related to the NJROTC program, and shall be at no cost to the Navy. Such additional service shall be performed outside the scope of NJROTC duties and not during normal school hours. (This requirement does not preclude NJROTC instructors from serving on routine committees or performing curricular or extracurricular duties normally performed by and rotated equitably among other faculty members.)

CHAPTER V

UNIT ADMINISTRATION

	<u>ARTICLE</u>
Communications.....	501
Preparation and Submission of News Releases.....	502
Unit Inspection.....	503
Conditions for Retention of Units.....	504
NJROTC Off-Site Inspection Form	
Guidelines for Instructor Evaluations.....	505
NJROTC Instructor Evaluation Form	
NJROTC Instructor Observation Report Form	

501. Communications. It shall be the responsibility of the SNSI to ensure that the information promulgated by manuals, instructions, and notices, is properly disseminated to the host institution officials, as appropriate.

502. Preparation and Submission of News Releases. The SNSI should make full use of local news media for informing the public of NJROTC activities and achievements. Copies of news releases, transcripts, and/or narrative descriptions of radio and television broadcasts (if of national interest) shall be submitted to CNET (NJROTC), via the area manager, as soon as possible after the date of their appearance. This should include items appearing in school publications as well as other local news media. Parades, trips, special ceremonies, visits by dignitaries, or other newsworthy events should be brought to the attention of local news media by the SNSI.

503. Unit Inspection.

a. Area managers shall provide for the inspection of each NJROTC unit within their areas at least once every other academic school year to determine that requirements and standards for retention of units in the NJROTC program are being met. All inspections should be completed by 30 April. Results of each inspection shall be submitted to CNET, with a copy to the host institution and the superintendent, within 30 days of completion of each inspection. The area manager will also verify compliance with personal appearance standards delineated in Appendix 6.

b. When available, a flag rank officer (active or retired), or civilian dignitary, may be invited to participate as reviewing officer of the unit pass-in-review.

c. Guidance for the conduct of this inspection is follows:

NJROTC UNIT INSPECTIONS

1. General

a. Each NJROTC unit shall be inspected bi-annually. All inspections will be completed by 30 April. The NJROTC Unit Inspection Report (CNET 1533/79) shall be submitted to CNET within 30 days of the inspection. It should be remembered that the NJROTC program is a joint project of the Navy and the host school; comments written in the report are for the benefit of school administrators, as well as review by Navy officials. Comments provided by area managers are relied upon by CNET when making crucial decisions about schools. It is very important that the comments be sufficiently detailed to provide an accurate description of the state-of-the-unit, noteworthy accomplishments, discussion of recurrent discrepancies, and recommendations as appropriate.

b. The following NJROTC Inspection Guide (CNET 1533/80) provides a framework for the conduct of the inspection of the unit in the areas of school system program support, administration of the program academic performance, reports and records, and military performance. The inspecting officer should use it as a guide to assess the condition of the program, and to identify problem areas that need attention. Items in the guide should be evaluated on the conditions existing at the time of the inspection and performance since the last inspection.

2. Procedures

a. Prior to the Inspection

(1) Copies of the inspection guide for use during the inspection should be provided by the area manager and preliminary data should be completed by the SNSI/NSI.

(2) The NJROTC area manager should prescribe and promulgate procedures, schedules, and other pertinent data after having coordinated arrangements with the host school.

(3) The principal of the host school is required to annually evaluate SNSIs/NSIs using CNET Form 1610/2; copies of these evaluations will be forwarded with the Unit Inspection Report.

b. During the Inspection

(1) The inspection should be conducted during all or part of a regularly scheduled school day.

(2) Formal classroom training, military drill, and personnel inspection should be observed during normal school hours as practical.

c. After the Inspection

(1) Immediately upon completion of the inspection, the NJROTC area manager should conduct a critique with the host school administrators, the SNSI, the NSI, and senior cadet officers/petty officers as appropriate. The critique should include a review of the inspection guide, with comments on principal matters, and recommended grades where possible. Opportunity should be provided for school and unit administrators to make comments as appropriate. The critique should be conducted in a spirit of mutual benefit and in an informal manner.

(2) The area manager shall ensure that the NJROTC Unit Inspection Report and the Instructor Evaluations are completed and forwarded to CNET (NJROTC) within 30 days of the inspection. Copies of these documents shall be

provided to the host school principal, SNSI, and NSI as appropriate. The Unit Inspection Guide is retained by the area manager. If the inspector is a designated officer other than the area manager, he/she shall ensure that the required reports and evaluations are forwarded to CNET via the cognizant area manager.

NJROTC UNIT INSPECTION GUIDE

I. SCHOOL SYSTEM PROGRAM SUPPORT

SAT UNSAT
(Unsatisfactory
requires explanation)

A. Adequacy and condition of facilities

1. Classroom
2. Storage
3. Office
4. Drill

B. Security

1. Drill rifles
2. Other government property

C. Administrative support

1. Telephone service in office space
2. Telephone capable of electronic data submission
3. Supplies
4. Office equipment
5. Fire security

YES/NO
(Identify if Yes)

D. NJROTC instructor contracts executed

E. Other duties

1. Are non-NJROTC duties performed?
2. Under separate contract?
3. For compensation?
4. During normal school hours?
5. Are the duties rotated equitably among the faculty?
6. Do these duties interfere with NJROTC program?

F. Support of NJROTC field trips

G. School system support in meeting enrollment criteria

SAT UNSAT

H. Attitude toward program

1. Superintendent
2. School Board
3. Principal
4. Counselors
5. Faculty
6. Students
7. Parents
8. Community

I. Coverage for loss and damage of government property

J. Unit Library

1. NRA library (Nav Res Ass'n) (if rec'd)

K. Review contract and update as necessary with school officials

YES/NO

REMARKS:

II. ADMINISTRATION OF THE PROGRAM

SAT UNSAT

A. Care and utilization of spaces and equipment

1. Classroom
2. Storage
3. Office
4. Training aids
5. Drill Rifles

SAT UNSAT

B. Cadet recognition

1. Use of award certificates
2. Use of ribbons
3. Nomination for non-NJROTC awards

4. Correspondence course letters of completion
- C. Extracurricular activities
 1. Use of field trips and cruises
 2. Use of local military activities (ROTC, military facilities, reserve centers)
 3. Participation in community programs
 4. Participation in school programs
 5. Coordination with other units
- D. Public Affairs
 1. Use of local media
 2. Use of school media
 3. Use of school/unit website (if applicable)
 4. Flow of information to cadets
 5. Flow of information to parents
 6. Flow of information to faculty
 7. Flow of information to student body
- E. Published NJROTC Unit Regulations and Organizational Handbook

REMARKS:

III. ACADEMIC PERFORMANCE

SAT UNSAT

- A. Instructor classroom performance
 1. Advance classroom preparation
 2. Use of lesson plans
 3. Documentation of lessons planned/taught
 4. Use of tests and handouts
 5. Instructor techniques
 6. Instructor/cadet rapport
 7. Use of guest lecturers

B. Cadet performance

1. Spontaneous classroom participation
2. Responsiveness to questions
3. Appearance in and out of classroom
4. Behavior in and out of classroom
5. Participation in unit administration/
operations

REMARKS:

IV. REPORTS AND RECORDS

A. Accounting procedures (gov't property) UNIFORMS TEXTBOOKS EQUIPMENT

1. Requisition
2. Receipt
3. Storage
4. Issue
5. Inventory/Minor Property Inventory
6. Allowance

B. Reimbursement claims SAT UNSAT

1. Preparation
2. Timely submission

C. Required/requested reports

1. Accuracy
2. Timely submission

D. Records and files

1. Cadet records
2. Inspection reports
3. Surveys
4. Correspondence
5. Clothing requests
6. Follow-up program on NJROTC graduates
7. Funding balance

- a. Orientation (previous year balance)
- b. Unit Support (previous year balance)
- c. Orientation (present)
- d. Unit Support (present)
- E. Availability and completeness of instructions
 - 1. The following instructions are on hand and up-to-date YES/NO
 - a. CNETINST 1533.9 Series
 - b. NJROTC Supply Manual
 - c. Cadet Field Manual

REMARKS:

- | | <u>SAT</u> | <u>UNSAT</u> |
|-----------------------------------|------------|--------------|
| A. Personnel inspection | | |
| 1. Formation in ranks | | |
| 2. Presentation by cadet officers | | |
| 3. Posture | | |
| 4. Grooming | | |
| 5. Uniforms | | |
| B. Response to commands | | |
| 1. Open ranks | | |
| 2. Attention | | |
| 3. Parade Rest | | |
| 4. Close ranks | | |
| 5. Hand Salute | | |
| 6. Uncover/cover | | |
| 7. Facing movements | | |
| C. Marching maneuvers | | |
| 1. Marching in step | | |
| 2. Column movements | | |

- 3. Flanking movements
- 4. To the rear
- 5. Oblique
- D. Color guard performance/appearance
- E. Pass in review
- F. Drill teams
 - 1. Under arms
 - 2. Not under arms

REMARKS:

VI. SPECIAL INTEREST ITEMS

SAT UNSAT

- A. Accountability
- B. Fraud, Waste, and Abuse
- C. Standards of Conduct
- D. Sexual Harassment
- E. Postal Affairs
- F. Physical Security

504. Off-Site Inspection. Units directed to submit Off-Site Evaluations during an academic year in which the Area Manager is not performing the Unit Inspection, will submit a completed Off-Site Evaluation Form (as contained in this chapter), NSI NJROTC Instructor Evaluation Form(s) completed and signed by the SNSI, the NJROTC Instructor Observation Form(s) for each instructor completed and signed by a school official. A school evaluation form may be submitted in lieu of the NJROTC Instructor Observation Form. Instructor evaluation guidance and forms are contained in Article 416.

a. A unit may not conduct an Off-Site Evaluation for two consecutive academic years.

b. Units conducting Off-Site Evaluations should have a senior officer (O-5 or above, active or retired) serve as Guest Inspector.

c. Any grades of "unsatisfactory" or report of non-compliance with NJROTC regulations on an Off-Site Evaluation will require a written recommendation by the area manager prior to forwarding to CNET. The area manager must advise the unit of necessary corrective action and monitor progress or recommend the unit to be placed in an evaluation or probation status until full compliance is achieved or the unit disestablished.

SCHOOL NAME _____ UIC _____ AREA _____

CURRENT CADET ENROLLMENT: _____ DATE _____

NJROTC OFF-SITE EVALUATION FORM

<u>I. SCHOOL SYSTEM PROGRAM SUPPORT</u>	<u>SAT</u>	<u>UNSAT*</u>
A. Adequacy and condition of facilities (As per CNETINST 1533.9K)		
1. Dedicated/Shared Classroom(s)	_____	_____
2. Storage/Supply Room	_____	_____
3. Office	_____	_____
4. Drill Area	_____	_____
B. Administrative support		
1. Telephone in office space	_____	_____
2. Data Line	_____	_____
3. Supplies	_____	_____
4. Office equipment	_____	_____
5. Fire/Security	_____	_____
C. Security		
1. Drill Rifles (serial numbers verified)	_____	_____
2. Air Rifles (serial numbers verified)	_____	_____
3. Other Government property	_____	_____
Provide explanation of security measures and other remarks as necessary:		

D. NJROTC instructor contracts executed reflecting 300 minimum days of employment?	<u>YES</u>	<u>NO**</u>
	_____	_____
E. Other duties	<u>YES***</u>	<u>NO</u>
1. Are non-NJROTC duties performed?	_____	_____
2. Under separate contract?	_____	_____
3. During school hours?	_____	_____
4. For compensation?	_____	_____
5. Do these duties interfere with the NJROTC program?	_____	_____
6. After school activities/drill teams?	_____	_____
Remarks: _____		

* Unsatisfactory requires explanation

** No requires explanation

*** Identify if Yes

SCHOOL SYSTEM PROGRAM SUPPORT (cont)

	<u>SAT</u>	<u>UNSAT*</u>
F. Support of NJROTC field trips	_____	_____
G. School system support in meeting enrollment criteria	_____	_____
H. Attitude toward program		
1. Superintendent	_____	_____
2. School board	_____	_____
3. Principal	_____	_____
4. Counselors	_____	_____
5. Faculty	_____	_____
6. Students	_____	_____
7. Parents	_____	_____
8. Community	_____	_____
I. Coverage for loss and damage of government property	_____	_____

III. ADMINISTRATION OF THE PROGRAM

	<u>SAT</u>	<u>UNSAT*</u>
A. Published NJROTC Unit Regulations and Organizational Handbook?	_____	_____
B. Community Service (List activities in remarks)		

IV. REPORTS AND RECORDS

	<u>YES</u>	<u>NO**</u>
A. Records and Files		
1. Cadet records up to date on JUMS	_____	_____
2. Standard Release forms up to date	_____	_____
3. Supply records up to date on JUMS (Issue and inventory)	_____	_____
4. Surveys kept on file	_____	_____
5. E-mail software current	_____	_____
B. The following instructions are on hand and up to date:		
1. CNETINST 1533.9 Series	_____	_____
2. NJROTC Supply Manual	_____	_____
3. Cadet Field Manual	_____	_____
4. Last 3 Area Manager Inspections (if applicable)	_____	_____

Remarks: _____

* Unsatisfactory requires explanation

** No requires explanation

REPORTS AND RECORDS (cont)

- C. Financial Records (as of 15 Dec)
1. Orientation
 2. Uniform Maintenance
 3. Unit Support and Maintenance
 4. Uniform Purchase
 5. Organizational

BALANCE

- Please attach a copy of your Unit Support and Maintenance account ledger for the last full calendar year as of 15 December. All expenditures should be itemized. Receipts need not be submitted, but must be retained at the unit.

IV. GOALS - List your unit's top three goals for the current school year. Goals must be challenging, attainable and measurable. Please write in space provided. Do not add additional sheets.

A. Goal #1 _____

B. Goal #2 _____

C. Goal #3 _____

505. Conditions for Retention of Units. Each high school must maintain the standards set forth in terms of the agreement for establishment of an NJROTC unit. Inspections will be conducted to determine if these requirements/standards are being met. If an inspection reveals that the unit has failed to maintain the requirements/standards, CNET will inform the school authorities, in writing, of the discrepancies noted and recommended corrective action. If corrective action is not taken, the unit will be placed in a probationary status. Units placed in a probationary status will be inspected by a representative of CNET during the probationary period. A report of the inspection will be submitted to CNET with appropriate recommendations to either terminate the probationary status or disestablish the unit.

a. Evaluation Status. Schools may be placed in an evaluation status for discrepancies identified during a unit inspection in the following areas:

- (1) School System Program Support
- (2) Administration of the Program
- (3) Academic Performance
- (4) Reports and Records
- (5) Cadet Performance, or
- (6) Failure to employ the required number of instructors at any time during the school year.

An UNSATISFACTORY grade in one or more areas of the inspection places a unit in an evaluation status. The host institution must then submit a written Plan of Action and Milestones (POA&M) to the area manager within 30 days of receipt of the inspection report. Schools in an evaluation or probation status (except for low enrollment) require annual area manager inspections until the unit passes the inspection. The unit will be removed from an evaluation status when the discrepancy has been corrected by a specific date set by the area manager. If not corrected, CNET may either place the unit on probation or, if conditions warrant, recommend to SECNAV that the unit be disestablished in the best interests of the Navy.

b. Probation Status. As set forth above, CNET may determine that probation is necessary whenever significant deficiencies in fulfillment of contractual terms for establishment/maintenance of the NJROTC unit have not been rectified. Certain criteria, however, are fundamental to successful performance of the NJROTC unit. Deficiencies reported in the following minimum requirements will be cause for probation and possible disestablishment:

- (1) Cadet Enrollment. NJROTC units beginning the third year of enrollment must have 100 NJROTC cadets, or 10 percent of school enrollment, whichever is less, as of 1 October each school year. (Cadets enrolled in more than one naval science course may

be counted only once.) Units that fail to meet that criterion will be placed on probation immediately. Units placed on probation will be evaluated during the school year as to their potential to attain the minimum enrollment by 1 October the following school year. Units must provide pre-enrollment to the area manager on or before 1 April with the endorsement of a school official. If it is likely the enrollment minimum will not be met, action will be taken to disestablish the unit by 30 June of that probationary year or at the end of that academic year as appropriate. If the pre-enrollment figure indicates the minimum enrollment will be met by 1 October, the unit may be continued; if the enrollment criterion is not met, action to effect disestablishment by 30 June of that year, or at the end of that academic year as appropriate, will be taken. Units that achieve the minimum criterion will be removed from probation.

CHAPTER VI

PROGRAM OF INSTRUCTION

	<u>ARTICLE</u>
Goals	601
Courses of Instruction	602
Curriculum Requirements and Limitations	603
Aptitude for the Program	604
Student Grading	605
Correspondence Courses	606
Athletics	607
Absence from Instruction	608

601. Goals. Navy goals developed through the goal analysis of Department of Defense objectives are as follows:

- a. Students will perform duties and responsibilities of citizenship by:
 - (1) Applying principles of leadership.
 - (2) Planning and implementing unit activities.
- b. Students will develop positive traits of character by:
 - (1) Participating in exercises that call for orderly conduct.
 - (2) Performing in a manner that displays self-confidence.
 - (3) Performing with moral soundness, honesty, and uprightness.
 - (4) Developing a philosophy of life that respects others, to include their privacy.
 - (5) Being sensitive to the welfare of one's country.
 - (6) Finding pleasure in individual and group achievements.
- c. Students will become aware of and concerned for humanity and world affairs by relating:
 - (1) Civil defense to national security.
 - (2) Problems of mankind to self.
 - (3) World to domestic affairs.

(4) Historical events to present with emphasis on sea power.

d. Students will recognize the value of constituted authority by:

(1) Observing orders or rules established by authorities.

(2) Accepting responsibility for their actions.

(3) Influencing others to accept constituted authority.

e. Students will become aware of career opportunities and develop skills commensurate with those entering the Navy at the E-2 or E-3 level by:

(1) Being aware of educational and career opportunities in the U.S. Navy and the civilian community.

(2) Performing, as a minimum, the basic fundamentals required of a Navy recruit and entry requirements for civilian positions.

602. Courses of Instruction

a. CNET prescribes the courses for naval science for NJROTC units that comprise the 3- or 4-academic year curriculum. The program of instruction will be at least 3 academic years in duration, with 7200 minutes per course of naval science instruction. Because most schools prefer a full week program of classes, the curriculum are constructed to include three academic classroom sessions and two drill periods. The curriculum includes 72 hours of classroom instruction based on 40-minute sessions and 48 hours of military drill. Time allocation is based on 40-minute sessions of instruction for 36 weeks, with 180 teaching days. If the school schedule for classroom time is other than 40 minutes in length, appropriate adjustments should be made at the local school level. Adjustment for staggered, rotating, or modular schedules must be made at the local school level.

b. This program of 120 hours of instruction equates to one Carnegie unit or one credit per academic year toward graduation as an elective or other subject credit approved by school authorities.

c. It is expected that all topics provided in the curriculum will be covered, but the depth of coverage must be determined by each instructor on his/her own according to local circumstances. Sequence of sessions within each course year may be altered; however, if done, content should be concentrated by subject

areas. Instructors shall document their instructional lessons planned and taught. Major curriculum content changes will not be made without the prior approval of CNET.

d. Naval science courses shall be taught in sequence. However, the teaching of NS-2 and NS-3 maybe alternated annually, with area manager approval, in 4-year programs only.

e. Mixing NS-1, NS-2 and NS-3 cadets into a generic naval science class is prohibited.

f. A cadet must complete 7200 minutes of the appropriate level of naval science before advancing to the next higher naval science course, except where NS-2 and NS-3 are alternated as mentioned in paragraph (d) above.

g. Orientation trips are an important part of the NJROTC program. Participation in trips directly related to the prescribed curriculum is strongly encouraged.

h. SNSIs will follow the established procedures of individual institutions regarding examination requirements.

i. Units must not be involved in any activity that is or can be construed as training in combat tactics, in the field, or in the classroom, i.e. unit sponsorship of paintball activities. Team names, or activity names, shall not be combat-oriented titles of active duty groups or commands (i.e., Seals, etc.).

j. Units must not be involved in any activity that is or can be construed as hazing.

(1) Hazing is defined as any conduct whereby an instructor(s) or cadet(s), regardless of rank, without proper authority causes another instructor(s) or cadet(s), regardless of rank, to suffer or be exposed to any activity that is or can be construed as cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another person to take part in any such activity is also considered hazing. Hazing does not only include physical contact, but also includes verbal or psychological abuses as well.

(2) Hazing may include, but is not limited to the following: playing abusive or ridiculous tricks; threatening or offering violence or bodily harm to another; striking; branding; taping; tattooing; shaving; greasing; painting; requiring excessive physical exercise beyond what is required to meet standards; "pinning"; "tacking-on"; "blood wings"; "nuking"; "swirling"; or forcing or requiring the consumption of food, beverages, alcohol, drugs, or any other substance.

(3) Hazing does not include unit-authorized activities:

requisite training for the physical readiness test; administrative corrective measures; extra instruction; athletic events; unit-authorized physical training; contests, competitions, or other similar activities approved for the NJROTC program.

(4) The SNSI is responsible for providing hazing awareness training and ensure that cadets understand that this behavior will not be tolerated. The SNSI must also investigate any reports of hazing relating to any NJROTC cadet(s) in the unit. The SNSI must ensure cadets may report improper conduct without fear of reprisal and take corrective action as deemed necessary to prevent recurrence in accordance with school policies regarding misconduct.

603. Curriculum Requirements and Limitations

a. To participate in NJROTC activities, cadets will be required to be enrolled in at least one naval science course during each academic year.

b. With the permission of the SNSI and school officials, a student may enroll in two courses in order to complete the special requirement for advanced pay grade benefits upon initial enlistment in the military, by time of graduation. A student enrolled in two courses during the same semester shall be counted as one cadet towards the enrollment criterion. Also, credit will only be given for one academic year for the purpose of meeting the two academic year eligibility requirement, to be considered for one of the 4-year Navy ROTC scholarships reserved for NJROTC cadets.

c. Students who enroll in NJROTC for the first time after the 9th grade should be placed in NS-1, except seniors. They should be enrolled in either junior or senior NJROTC classes, if their grade point average is at least 2.5 (4.0 scale), and are to receive appropriate orientation in drills, commands, and ceremonies.

604. Aptitude for the Program. Each NJROTC cadet will be observed closely by the SNSI and NSI for qualities considered most desirable. Students shall be evaluated, particularly from the standpoint of attitude (as manifested by their interest, motivation, and cooperation), performance of duty, leadership, bearing, and dress. Cadet aptitude mark records shall be maintained in accordance with Article 605(c).

605. Student Grading

a. Academic grades earned by cadets in the naval science courses shall be based upon the same system of marking as used by other departments in the host institution.

b. When a cadet is transferred from one unit to another, the SNSI shall forward a copy of the student's NJROTC record to the SNSI of the institution to which the transfer is made.

c. A grade in aptitude for the program shall be assigned to each cadet at the end of each term. Aptitude grades are for the purpose of assisting the SNSI in selecting cadet officers and serve as one of the criteria in reaching disenrollment decisions.

606. Correspondence Courses. NJROTC cadets are authorized to enroll in appropriate unclassified Navy correspondence courses. Correspondence courses are listed in List of Training Manuals and Nonresident Training Courses (NAVEDTRA 10061 series) which also contains course enrollment instructions for NJROTC. The SNSI should prepare a course completion letter on NJROTC letterhead so the cadet has the information for future use, if they enter the service. After enlistment, an individual would present the letter to the Educational Services Officer (ESO) and an appropriate entry would be made in the service record.

607. Athletics. Cadets are strongly encouraged to participate in school athletics under the same terms and conditions that govern the participation of other students at the host school.

608. Absence from Instruction. Absence of cadets from training or naval science classes shall be subject to the same rules that apply to absence from other academic classes at the school concerned. An NJROTC cadet who is absent for authorized reasons shall be required, according to the practices at each institution, to make up the omitted instruction before being granted credit toward graduation. Absence from classes in either naval science or other academic courses, in excess of the number allowed, will be treated as disciplinary infractions and may lead to disenrollment from the NJROTC program for disciplinary reasons.

CHAPTER VII

UNIFORMS AND INSIGNIAARTICLE

NJROTC Uniform Regulations	701
Financing	702
Uniform Allowances and Requisitioning.....	703
Authorized Insignia	704
Accounting for Requisitioned Items	705
Alterations to NJROTC Uniforms	706
Storage of Uniforms	707
Wearing the Uniform	708
Replacement of Uniform Clothing	709
Return of Uniforms	710
Clothing Receipts	711
Uniform Regulations for NJROTC Instructor Personnel ..	712

701. NJROTC Uniform Regulations. Cadet grooming standards, uniform components, and manner of wear are contained in the "NJROTC Cadet Field Manual," NAVEDTRA 37116 series.

702. Financing. NJROTC uniforms are financed from Navy appropriations "Reserve Personnel, Navy" (RPN). Certain items which are considered organizational items are financed from "Operations and Maintenance, Navy" (O&MN) appropriations. CNET is responsible for the administration and control of these funds allocated in support of the NJROTC program.

703. Uniform Allowances and Requisitioning. Uniform items authorized for each cadet and requisitioning procedures are contained in the NJROTC Supply Manual (NAVEDTRA 37123 Series).

704. Authorized Insignia. Insignia and devices to be worn with the NJROTC uniform are listed in the "NJROTC Cadet Field Manual," NAVEDTRA 37116 series. Only rank and rate insignia available through the NJROTC program may be worn.

705. Accounting for Requisitioned Items. Area managers shall keep a running total of the cost of all items ordered for male uniforms, female uniforms, and organizational supplies. The total cost of each of the three categories shall be reported by letter to CNET (NJROTC) at the end of 31 December, 31 March, 30 June, and 10 September (CNET Report 7100-2). No orders are to be forwarded for a fiscal year after 10 September. Dollar amounts allowed for male uniforms, female uniforms, and organizational items are provided by CNET (NJROTC) after the 1 October enrollment reports are received.

706. Alterations to NJROTC Uniforms. Certain minor alterations, such as adjustments in sleeve lengths or waist size, may be

necessary. The intent of this guidance is to prevent excessive alterations, such as cutting down a size 38 uniform to fit a cadet needing a size 36. There is no intent to prevent the alteration necessary to make a uniform fit properly. Alteration expense will be borne by the Department of the Navy in accordance with Chapter XV.

707. Clothing Receipts. Cadets and their parents or guardians, upon issues of clothing, shall be required to sign a clothing receipt (JUMS-generated Custody Card in accordance with the NJROTC Supply Manual). These receipts shall be filed in the local records maintained for each cadet.

708. Storage of Uniforms. Uniforms may be issued to the cadet at the beginning of the school year and maintained at the cadet's home. They may be worn to and from school on days prescribed by the SNSI. If, at the discretion of the SNSI, it is desired to have the uniforms kept at the school, the cadets may change into uniforms at school. Adequate storage space must be provided to exercise this option.

709. Wearing the Uniform

a. The uniform will be worn by cadets at least one full school day each week and on such other occasions as prescribed by the SNSI (drills, ceremonies, and parades). Certain modifications to NJROTC uniforms may be authorized for drill teams and performing units. Such items include leggings, ascots, berets, and guard helmets. Modifications to cadet uniforms must be approved by the area manager in advance. Uniform articles of sister services are considered outside the scope of this provision.

b. Uniformed cadets may not participate during or in connection with political activities, private employment, or commercial interests, that imply official sponsorship of the activity or interest, or at any other occasion when wearing of the uniform would discredit the NJROTC program or the Navy.

710. Religious Dress and Appearance Practices. Religious apparel is defined as articles of clothing worn as part of the doctrinal or traditional observance of the religious faith practiced by the cadet. Religious items or articles not visible or otherwise apparent may be worn with the uniform, provided they do not interfere with the proper wearing of any authorized article of the uniform. A black or hair-colored yarmulke is the only authorized visible religious item or article, which may be approved for wear with the uniform. CNET will review requests for wear of any other unauthorized uniform item(s) on a case-by-case basis. Requests must be made via the area manager.

711. Replacement of Uniform Clothing

a. It will be necessary to furnish units with replacements for articles of clothing that have become unusable. In such cases, the SNSI is authorized to requisition the required articles. Since uniform inventory at anytime will not exceed 125 percent of the unit enrollment, ordering replacements for surveyed uniforms will be on a one-for-one basis. Requests for quantities that will exceed the 125 percent limit must be justified.

b. Each NJROTC cadet is expected to make restitution for Navy issued uniform clothing items that are lost, mutilated, or destroyed through the cadet's own misconduct or carelessness (see Article 712). The SNSI should assure that the matter is suitably reflected in the records of the NJROTC cadet responsible.

712. Return of Uniforms

a. All uniform items shall be returned by the cadets to the NJROTC unit custodian upon completion of the naval science course or upon disenrollment.

b. The SNSI will make diligent efforts to recover all issued clothing from all disenrolled cadets.

c. In the event clothing is not recovered, or is returned damaged, the disenrollee shall make restitution for amounts of \$10.00 or greater in the form of a certified check or money order made payable to the "Treasurer of the United States" and deliver the payment to the SNSI who, in turn, shall forward the check or money order to CNET (NJROTC), 250 Dallas Street, Pensacola, FL 32508-5220 via the area manager. Collection of assessments less than \$10.00 are to be collected in cash by the SNSI and accumulated until \$10.00 or more has been collected. A school or unit check may be forwarded to CNET (NJROTC) in these instances. In determining the amount of restitution, SNSIs shall consider such factors as item condition, fair wear and tear, fair value based on replacement cost, and consistency with school policy.

d. If neither recovery nor restitution is affected, the appropriate school authorities shall be notified in writing.

713. Uniform Regulations for NJROTC Instructor Personnel. NJROTC instructors shall wear the appropriate uniform, each school day, while accompanying cadets on extracurricular activities, and on other occasions as deemed appropriate by the SNSI and/or as prescribed by the area manager. The only exception to wearing the uniform each school day is on special occasions that other faculty members are encouraged to wear clothing with school logos or colors, or NJROTC unit clothing with unit logos or colors is appropriate. Civilian clothing may

not be worn with the prescribed military uniform, including non-standard ball caps. Ball caps worn by naval science instructors must meet the color and lettering requirements of current uniform regulations. Uniforms and grooming standards must conform to current service uniform regulations. NJROTC instructors may wear their uniform with the equipment that was authorized at retirement. This does not include such items as recruiting badges and items that were specific to a particular detail.
Camouflage uniforms are not permitted.

CHAPTER VIII

FACILITIES, SUPPLIES, AND EQUIPMENTARTICLE

Facilities and Services Provided by NJROTC	
Institutions	801
Materials Provided by the Government	802
Protection of Government Property	803
Expenses Paid by the Individual Student	804
Return of Textbooks, Supplies, and Equipment	805
Accounting for Supplies and Equipment	806

801. Facilities and Services Provided by NJROTC Institutions. The proper and efficient operation of an NJROTC unit of standard size (100-200 cadets) requires that certain physical spaces and adequate facilities as determined by CNET be provided by the institution.

a. Classroom. It is necessary that each institution provide adequate dedicated classroom space for use by the SNSI to accommodate the number of students enrolled in the naval science classes.

b. Storage Space. The institution must furnish adequate and dedicated facilities for storage of arms and textbooks and issue of clothing and other government equipment provided in support of the unit.

c. Assembly Area. It is necessary that an area of adequate size for assembly of the entire NJROTC unit be available. Usage of the assembly area will be determined in advance in keeping with standard procedures in effect at the school.

d. Drill Field. A readily accessible, level, unobstructed area of sufficient size to accommodate the unit must be available for drilling. During inclement weather, the school must make efforts to provide an indoor area for drilling.

e. Clerical Assistance. The institution shall provide clerical assistance to the SNSI in connection with duties as head of an academic department on the same basis that such assistance is provided for other heads of departments.

f. Telephone. The school shall provide telephone service with long distance voice and electronic data transmission capability in the spaces assigned.

g. General. Host institutions are expected to provide the facilities specified, or comparable and adequate substitutes in the same manner that facilities are provided for other academic

departments.

802. Materials Provided by the Government. The Navy is authorized to issue to schools with NJROTC units: textbooks, materials, equipment, and uniforms belonging to the government of the United States, and to authorize such expenditures from Navy appropriations, as may be deemed necessary, for the efficient maintenance of the NJROTC unit. Services, materials, and supplies necessary for the successful operation of NJROTC units and not included in those, which the institution must furnish, will be procured as outlined in the NJROTC Supply Manual (NAVEDTRA 37123 Series).

803. Protection of Government Property

a. Custodian. The institution shall designate an individual (SNSI/NSI) as Military Property Custodian (MPC). Issuance of and accounting for Navy property shall be in accordance with standard Navy practice, as prescribed in the NJROTC Supply Manual (NAVEDTRA 37123 Series).

b. Care and Safekeeping of Equipment. The MPC is responsible for the care and safekeeping of all equipment issued for the use of the NJROTC unit and for ensuring that proper precautions are taken to prevent the equipment from being used improperly and from falling into the hands of irresponsible persons. Equipment requiring such shall receive adequate preventive maintenance. Assistance should be requested for material deficiencies, which cannot be corrected locally. Warranty information received with Navy-provided equipment must be on file at the unit.

c. Responsibility of the Institution. The institution is expected to take the same precautions and to provide the same safeguards for the protection of government property as it does for the protection of its own property. The SNSI will report to the proper authorities of the institution, in writing, any facts, circumstances, or conditions, which he/she believes to be prejudicial to the proper protection of naval property against loss through fire, flood, theft, tornado, or similar causes. In the event that proper attention is not paid to such communication, the SNSI will report to CNET via the area manager with a copy to the principal.

d. Protection of Drill Rifles and Air Rifles. It is of the utmost importance that secure stowage is provided for any drill rifles and air rifles assigned to NJROTC units. Drill rifles and air rifles must be secured in accordance with the NJROTC Supply Manual (NAVEDTRA 37123 Series). Air rifles, under no circumstances, may be removed from the campus without consent and supervision of the SNSI or NSI. Although not recommended, drill rifles may be "checked out" by drill team cadets with the permission of the SNSI. To do so, the cadet's parent or legal

guardian must:

- (1) sign for responsibility of the drill rifle,
- (2) agree to safeguard the government property,
- (3) make restitution if the property is not returned,
- (4) accept responsibility for any cadet injury(ies) that may occur during use,
- (5) provide private transport of the drill rifle to and from the unit,
- (6) ensure the drill rifle is not displayed in public at other than approved NJROTC activities. This prohibits cadets from hand carrying drill rifles onto or off campus, except as authorized under direct supervision of the SNSI or NSI.

e. Government Property Protection. An institution shall be required to provide suitable safeguards for the government property provided, and is responsible for coverage for loss and damage of property (e.g., bonds, insurance, etc.). Insurance policy deductible fees will not be paid with Navy or Unit Maintenance and Support funds.

f. Report of Inspector on Protective Measures. Area managers visiting NJROTC units will include within the purview of their inspection the precautions taken by institutions and their employees to protect government property from loss. If an unfavorable report is submitted, the discrepancies will be stated in detail and a copy for the report furnished to the head of the school concerned. Access to all previous reports on government property protection will be given the surveying officers.

804. Expenses Paid by the Individual Student

- a. Expendable supplies, such as pencils, pens, and paper, unless provided by the school.
- b. Refundable fees such as breakage or required deposits for use of apparatus; breakage charge incurred.
- c. The cost of cleaning and laundering of cadet uniforms and clothing during the academic year.
- d. Restitution cost for items damaged or lost through negligence of the cadet.
- e. Expenses involving routine participation are to be kept to a minimum. This is an assigned responsibility of the SNSI. SNSIs may not require that cadets purchase unit-related items exceeding \$30.00 per naval science course. Purchase of unit-related items exceeding \$30.00 must be voluntary.

805. Return of Textbooks, Supplies, and Equipment

- a. Only books and materials used in naval science courses

will be supplied or paid for by the government.

b. Cadets and their parents or guardians, upon issues of textbooks or other training materials, shall be required to sign a textbook receipt (JUMS-generated Textbook Receipt in accordance with the NJROTC Supply Manual). These receipts shall be filed in the local records maintained for each cadet.

c. All textbooks, non-consumable supplies, and items of equipment issued to NJROTC cadets shall be collected by the SNSI for reissue. The SNSI shall take every reasonable precaution to ensure that NJROTC cadets return government-owned books and materials provided for NJROTC use only. In the event textbooks are lost or damaged, the cadet shall make restitution for amounts of \$10.00 or greater in the form of a certified check or money order made payable to the "Treasurer of the United States" and deliver it to the SNSI, who shall forward the check or money order to CNET (NJROTC) via the area manager. Collections of assessments less than \$10.00 are to be collected in cash by the SNSI and accumulated until \$10.00 or more has been collected. A school or unit check may be forwarded to CNET (NJROTC) in these instances. In determining the amount of restitution, SNSIs shall consider such factors as item condition, fair wear and tear, fair value based on replacement cost, and consistency with school policy.

d. If neither recovery nor restitution is affected, the appropriate school authorities shall be notified in writing.

806. Accounting for Supplies and Equipment. Accounting procedures for the requisition, procurement, shipment, receipt, and survey of government supplies and equipment will be in accordance with the NJROTC Supply Manual (NAVEDTRA 37123 Series).

CHAPTER IX

REPORTS AND RECORDSARTICLE

Reports Submitted by SNSIs	901
Reports Submitted by Host High School	902
Reports Submitted by Area Managers	903
NJROTC Cadet Record	904
NJROTC Reports Checklist.....	905

901. Reports Submitted by SNSIs

a. Special Incident Reports. Incidents which have the potential to generate any adverse press coverage or be the subject of broad media inquiry must be communicated to CNET by the most expeditious means. Normally this should be done by telephone call to the area manager who will report the details to CNET. In the absence of the area manager, SNSI/NSIs should communicate directly to CNET NJROTC staff or CNET duty officer as required. Determination will be made at that level as to whether an OPREP or Unit SITREP should be sent to the Chief of Naval Operations (CNO). SNSI/NSIs shall keep the telephone number of area managers and CNET with them at all times in order to facilitate rapid communications.

b. NJROTC Unit and School Enrollment Report. Enrollment reports must be completed semi-annually on 1 October and 1 February (if school is not in session, the next school day as directed by CNET). The report is produced in the JROTC Unit Management System (JUMS). Attach the JUMS enrollment file to an electronic mail message and send to the area manager on 1 October and 1 February accordingly. This report must be executed on the day prescribed by CNET. Early submissions are not permitted. The area manager will upload the unit files into the Area-level JUMS and report completion to CNET as directed.

c. NJROTC Graduate Report. The report is produced in the JROTC Unit Management System (JUMS). SNSIs are to have each graduating cadet enter information on their plans after graduation into JUMS. NOTE: School schedules with seniors departing prior to Spring (i.e. block schedules), must have each graduating cadet enter information on the plans after graduation into JUMS prior to departure. Attach the JUMS graduation file to an electronic mail message and send to the area manager as directed. The area manager will upload the unit files into the Area-level JUMS and report completion to CNET by 1 July.

d. Financial Report (CNET Form 7300/4). Submit no later than 1 June to the area manager. The format for reporting will

be directed by the area manager.

e. Situation Reports. When events occur affecting the host school or the NJROTC unit, situation reports should be forwarded via the area manager to CNET as the SNSI deems appropriate (e.g., unit loss of space, school administration will not hire NSI, etc.).

f. News Releases. Article 502 refers.

g. Missing, Lost, Stolen, Recovered (M-L-S-R) Report (RCS OPNAV 5500-1). Refer to NJROTC Supply Manual (NAVEDTRA 37123 Series).

h. Annual Wall-to-Wall Inventory. Units will be tasked by CNET to conduct an annual wall-to-wall inventory of government property using the JROTC Unit Management System (JUMS). Attach the JUMS wall-to-wall inventory file to an electronic mail message and send to CNET Supply NLT 15 April.

i. NJROTC Unit Directory (CNET P2305) (CNET Form 1533/83). Submit changes to CNET (NJROTC) via the area manager as they occur. Changes may also be submitted via electronic mail. (The Unit Directory is normally published annually.)

j. NJROTC Annual Instructional Materials Report (AIMR). Units will be tasked by CNET to submit an AIMR to CNET via the area manager using the JROTC Unit Management System (JUMS). Attach the AIMR file to an electronic mail message and send to the area manager as directed.

k. NJROTC Safety Report (CNET 5100-3) (CNET Form 5100/2). Submit as required to CNET (NJROTC) via area manager for training related injuries requiring medical treatment. (NOTE: Medical treatment is defined as treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and similar minor first aid treatment which does not ordinarily require professional medical care.) Reports may be submitted via electronic mail to the area manager and must include the following information: NJROTC Unit, UIC, Cadet Name, Date and Time of Incident, Location/Description of Occurrence, Description of Medical Treatment Provided: Action Taken to Prevent Recurrence, Submitting Instructor Name and Date.

l. NSI Instructor Evaluation (CNET Form 1610/2). Submitted annually to CNET via the area manager. Covers performance since last report or since reporting of new SNSI or NSI.

m. NJROTC SECNAV Air Rifle Competition. Units desiring to participate in the annual SECNAV Air Rifle Competition must

submit to the area manager by 31 October the number of teams the unit will enter. The unit must then submit the team and cadet names to the area manager as directed.

902. Reports Submitted by Host High School

a. Report of SNSI/NSI Employment Changes (CNET 1533-19). The host school shall immediately report, by electronic mail, telephone, or FAX, instructor employment changes to the area manager who will notify CNET (NJROTC). Host school officials will complete the JROTC Instructor Annual Certification of Pay and Data Form (DD 2767) and mail to CNET (NJROTC Instructor Pay) 250 Dallas Street, Pensacola, FL 32508-5220, upon initial employment of NJROTC instructors and as required annually by subparagraph c below.

b. Reimbursement Information. Reimbursement requests shall be submitted in accordance with Chapter XV.

c. JROTC Instructor Annual Certification of Pay and Data Form (DD 2767). To be submitted directly to the CNET NJROTC by host school officials annually by 15 May for the period 1 July through 30 June each year for renewal contracts and upon employment of each new instructor.

d. JROTC Instructor Pay Certification Worksheet for Entitlement Computation Form (DD2754). To be submitted directly to the CNET NJROTC by host school officials upon employment of each new instructor. Supporting documentation providing proof of dependent claims is also required, i.e., marriage certificate, birth certificate, etc. This form must be resubmitted upon change in dependent status, or upon instructor transfer to another NJROTC unit. The Basic Allowance for Housing (BAH) is based on the zip code of the high school, not the zip code of the instructor's residence.

e. Retiree Account Statements Form (DFAS-CL 7220/148). To be submitted directly to the CNET NJROTC by host school officials annually by 31 January and upon employment of each new instructor.

f. Instructor Evaluations. Area managers will review the performance of SNSIs/NSIs with the school principal as part of the out brief following the bi-annual NJROTC Unit Inspection by the area manager. The performance debrief may be oral or in writing, based on the preference of the principal. However, any deficiencies in the SNSI's/NSI's performance brought to the attention of the area manager should be in writing with a plan for improvement from the instructor concerned. For units submitting Instructor Evaluations with Off-Site Evaluation Reports, area managers will review the performance of SNSIs/NSIs through routine contact with the unit and school officials.

However, if any deficiencies in the SNSIs/NSIs performance are brought to the attention of the area manager, the area manager will determine if a visit, a special evaluation, or other corrective action is required.

903. Reports Submitted by Area Managers

a. NJROTC Unit Inspection Report (CNET 1533-71) (CNET Form 1533/79). Submit original unit inspection reports to CNET (NJROTC), copy to the host institution and the school superintendent, within 30 days of completion of inspection. Copies to the unit, principal, and superintendent must be mailed in separate envelopes. Mailing multiple inspection reports to CNET is recommended. All unit inspection reports are due to CNET 30 days after inspection with all completed by 30 May.

b. NJROTC Off-Site Evaluation Form (CNET 1533-71) (CNET Form 1533/103). Submit original Off-Site Evaluation reports to CNET (NJROTC), copy to the host institution and the school superintendent, within 30 days of completion of instructor evaluations and review of off-site report received. All off-site evaluation reports are due to CNET by 30 May.

c. Unused Area Manager Funds (CNET 1533-56). Submit the report of unused funds to reach CNET (NJROTC) by 31 August.

d. Annual Budget Requirement (CNET 1533-63). Submit annual budget requirement to CNET (NJROTC) no later than 1 September each year.

e. Instructor Evaluation (CNET 1533-55) (CNET Form 1610/2). Area managers will submit annual NJROTC Instructor Evaluations to CNET (NJROTC) as part of the NJROTC Unit Inspection Report or Off-Site Evaluation Report. The evaluation period covers performance since last report or since reporting of new instructor or area manager.

f. Financial Report (CNET 7300-6). Area managers will use the information provided by the units from form 7300/4 for redistribution of unused funds among units as necessary within their area. The area manager will then submit a summary report to CNET (NJROTC) by 1 September reporting total unused funds, if any, which can be recouped for reprogramming.

g. Accounting for Requisitioned Items (CNET 7100-2). Article 705 pertains.

h. Employment Changes Report (CNET 1533-19). Area managers will immediately submit employment changes that affect school reimbursement to CNET via electronic mail, phone, or FAX. Examples include leave without pay, resignation, dismissal, new hires, transfers, etc.

i. Annual History Input Report (CNET 5750-1). Area managers will submit this report to CNET showing the number of cadets who participated in Basic Leadership Training Camps, Leadership Academies, and Sail Training, and the number of NJROTC instructors who attended In-Service Training via electronic mail. This report is due by 10 January for the previous calendar year.

904. NJROTC Student Record. To be maintained on each cadet in JUMS. These records shall be retained for 4 years after the cadet leaves the program. Units may maintain some or all of the information required on the NJROTC Cadet Record electronically. The Privacy Act Statement that appears in JUMS applies, whether the information is stored as a hardcopy or electronically. Student data stored electronically must be afforded the same protection from unauthorized access as hardcopy files. Hardcopy and electronic records must be properly destroyed.

905. NJROTC Reports List. The NJROTC Reports List is provided to consolidate all NJROTC reports information contained in this instruction; see Appendix 8. Additional reports may be required at the direction of CNET or the area manager to meet special requirements; i.e., Unit End-of-Year Report, etc.

CHAPTER X

INFORMATION TECHNOLOGY

	<u>ARTICLE</u>
General	1001
Equipment	1002
Responsibilities	1003
Unit Web Sites	1004

1001. General. Units must be in compliance with CNETINST 5239.1B regarding security requirements and responsibilities of Automated Information Systems (AISs) developed, maintained, managed, operated, or used by NJROTC units.

1002. Equipment. Government issued equipment and software is for official use in the administration of the NJROTC program.

1003. Responsibilities. The SNSI is responsible for Information Technology (IT) management of the NJROTC unit, and therefore, must:

a. Protect all unit AIS(s), networks, and government-issued computer resources against accidental or intentional destruction, unauthorized disclosure, and unauthorized modification to ensure the availability of reliable information and automated support required in support of the NJROTC program.

b. Ensure cadet/unit information is properly safeguarded.

c. Ensure NSIs and cadets involved with the management, use, or operations of AISs are aware of requirements and practice computer security.

d. Ensure proprietary software is used in a manner consistent with the manufacturer's license agreement.

e. Ensure that government-issued software programs are updated as directed by CNET.

f. Ensure virus scans of all software on government-issued equipment are conducted routinely or when specifically directed by CNET.

1004. Unit Web Sites. NJROTC units are permitted to establish and maintain Internet web sites. Unit web pages may be linked to the CNET Web Site and must:

a. Conform to local school web page regulations.

- b. Not contain questionable or objectionable material.
- c. Not contain graphics or logos depicting companies/products.
- d. Not contain pictures of students with names. Titles are acceptable. Names and photos of SNSIs/NSIs are acceptable.
- e. Be submitted to CNET via the area manager. Upon approval, the web site will be linked with the CNET web site and the unit will be notified.

CHAPTER XI

RECOGNITION PROGRAM

	<u>ARTICLE</u>
General.....	1101
Policy	1102
Certificates	1103
Ribbon Awards	1104
CNET Unit Award	1105
Naval Honor Schools Program	1106
Other Awards	1107

1101. General

a. Awards have the purpose of recognizing and rewarding meritorious or conspicuously outstanding acts or services which are above and beyond that normally expected and which distinguish the individual or unit among those performing similar acts or services. Additionally, NJROTC awards are issued to recognize individual or group participation in special areas.

b. Awards are an effective means of fostering high morale, incentive, motivation, and esprit de corps. Injudicious use will destroy their basic value.

1102. Policy

a. A program of timely recognition of the contributions and accomplishments of NJROTC cadets, from the noteworthy to the meritorious, will be implemented.

b. Presentation of certificates, ribbons, and other awards to cadets should be made at suitable ceremonies befitting the occasion.

c. Area managers shall encourage and support the recognition of cadets and evaluate the viability of each unit's program.

1103. Certificates. Authorized certificates may be obtained from the area managers.

1104. Ribbon Awards

a. Authorized ribbon awards, their precedence, and award criteria are listed in the NJROTC Cadet Field Manual (NAVEDTRA 37116 series).

b. The bestowal of a unit award in no way limits individual awards to cadets of the cited unit for individual acts

or services performed during the same period of time.

c. The variety of grading periods at the host schools necessitates latitude in establishing appropriate intervals for the awarding of NJROTC ribbons. The SNSI is authorized to determine the interval that best suits the host school community. To enhance their value to the recipients specified ribbons shall be conferred on an annual basis only.

1105. Distinguished Unit Award.

a. Purpose. To recognize up to 30 percent of NJROTC host schools annually in each NJROTC area that meet specified criteria of excellence as determined by the area manager.

b. Description.

(1) The NJROTC Distinguished Unit award program is based on annual competition among units in each NJROTC area. The Distinguished Unit award should include all factors that comprise the total balance of the NJROTC program. An NJROTC host school, designated as a Distinguished Unit, will maintain the distinction for the academic year following the year in which the designation was earned.

(2) Units designated for the Distinguished Unit award will receive a certificate signed by the Chief of Naval Education and Training conferring the Distinguished Unit award to the unit.

(3) The Distinguished Unit will be awarded a yellow "Distinguished Unit" flag streamer for the unit guidon with the year of achievement in blue numerals, (e.g., Distinguished Unit - 2000).

(4) NJROTC cadets of designated schools will be eligible to wear the Distinguished Unit ribbon, provided they were unit members during the academic year in which the Distinguished Unit award was earned.

(5) Of the 30 percent of the schools designated for the Distinguished Unit award, the names of 2/3rds of these schools will be indicated to CNET for submission to the three military academies. The administrative head of these specially designated schools may nominate three eligible NJROTC cadets as candidates for appointment to the U.S. Naval Academy, three for admission to the U.S. Military Academy, and three for admission to the U.S. Air Force Academy. Nomination procedures will be sent to the designated schools by each academy, usually by mid-September. Note: If a numerical scoring system is used by the area manager to determine the 30 percent of the units eligible for the Distinguished Unit award, the names of the specially designated units being submitted to the military academies need not

necessarily be in the top 2/3rds of the 30 percent scoring. Those units selected for this distinction should consist of cadets whose academic performance can qualify them for the additional nominations.

c. Eligibility Criteria. The following criteria are established to guide NJROTC area managers in their nomination of schools for Distinguished Unit award designation consideration. Any waiver or expansion of these criteria is the sole responsibility of the area manager and will be given consideration by CNET.

(1) Host schools must have participated in the NJROTC program for the last 3 consecutive years and have been in full compliance with the Agreement for Establishment of an NJROTC unit.

(2) A cross section of the cadet corps must be demographically representative of the host school.

(3) Conducted a minimum of one field trip to a military facility.

(4) During the current school year, the unit must have:

a. Received an overall grade of satisfactory on the bi-annual Area Manager Inspection or received a satisfactory endorsement by the area manager or the Off-Site Inspection.

b. Participated in one or more of the following competitions as determined by the area manager:

1. Regional drill meets

2. Regional field meets

3. Regional air rifle meets

c. Participated in one or more of the following programs as determined by the area manager:

1. Basic Leadership Training

2. Leadership Academy

d. Participated in the NJROTC National Academic Competition.

e. Participated in a community service project.

f. Not be on probation or be in an evaluation status.

g. Area managers may also wish to take into consideration a unit's performance in relation to other units' performance in areas such as academic competition, community service, orientation trips, and performance in drill and field meets.

(5) At the option of the area manager, nomination factors for those units indicated for the additional military academy nominations, should be weighted mostly toward units with cadets having high scholastic achievement records and other forms of outstanding academic performance and leadership potential. Additional factors to be considered might include individual personnel inspection grades, physical fitness and varsity athletic participation, local community service, in-school support activities, and attendance at the Leadership Academy. Less emphasis would be given to the unit's overall military posture and its participation in drill and field meets.

d. Procedures.

(1) Each area manager will submit the area list of schools to CNET for final approval by 1 May. Number of schools listed for the Distinguished Unit award will not exceed 30 percent (rounded up) of the number of units assigned. Number of schools selected for submission to the military academies will not exceed 2/3rds (66% rounded down) of the 30 percent of the units submitted to CNET. Actual numbers of the units that can be submitted from each area for both categories will be provided to the area managers by 1 January of the school year.

(2) CNET will publish the list of designated schools and notify each area manager, administrative head of each school, senior naval science instructor, and the military academies.

(3) The NJROTC unit at the Admiral Farragut Academy at St. Petersburg, FL will automatically have their name submitted to the military academies each year, therefore under the provisions of this competition they should not be included in the area manager list of units for additional military academy appointment opportunities. They can, however, compete annually for the Distinguished Unit award, and if selected their cadets would be eligible to wear the Distinguished Unit ribbon, and they would be awarded the streamer and the certificate.

1106. Other Awards

a. Joseph C. Gilliam Academic Achievement Award

(1) Purpose. To recognize one NJROTC cadet for outstanding academic achievement each year.

(2) Description. The award consists of a laminated plaque containing a citation signed by the Chief of Naval Education and Training, and a biographical statement of the award's namesake. In addition, the cadet winning the Gilliam Academic Achievement Award will receive a cash award of \$1,000, and each of the other nominees with acceptable essays will receive a cash award of \$750.

(3) Eligibility Criteria

(a) Be a graduating senior cadet who will have completed at least 2 years of NJROTC by the end of the current school year.

(b) Be a member of the National Honor Society.

(c) Be in a college preparatory curriculum track.

(d) Have earned the Academic Award Ribbon.

(4) Procedures. Each area manager will nominate one cadet from his area to compete for the award. An essay written by the nominee on a subject to be announced each year will be included in the nomination package. The essay should be type-written, and between 500 and 750 words. Although the Gilliam Academic Achievement Award competition is not an essay contest, all nominees should be encouraged to submit their essays void of incomplete sentences, improper grammar, misspellings, strikeouts, and the like. Numerous errors of this type may affect the selection committee's judgment of the overall quality of the paper, and could result in the loss of the cash award for a nominee. Essays will not be returned, and may be reproduced for publication. The following information on each nominee shall be provided to CNET (NJROTC), along with their essay, not later than 15 February each year for consideration:

(a) Rank/Name

(b) Position in unit

(c) NS class

(d) Overall GPA (4.0 scale)

(e) Naval Science GPA

(f) High school class standing in total
class/number of students

(g) Other noteworthy accomplishments (do not list
SAT/ACT scores)

(h) Certification by the principal or other school official that eligibility criteria outlined in this instruction for this award have been met, and that the information furnished is correct.

b. The Retired Officers Association (TROA) ROTC Medal

(1) Description. The award consists of a red, white, and blue ribbon 1-3/8 inches in width with a bronze disc pendant 1-5/8 inches in diameter, and a certificate.

(2) Purpose. The purpose of the TROA ROTC Medal is to recognize an outstanding ROTC or JROTC cadet in their sophomore or junior year who shows exceptional potential for military leadership. The award may be made to a single cadet in each unit or, with the approval of the sponsoring chapter, to two cadets in each unit, one in their sophomore and one in their junior year.

(3) Eligibility Criteria. The cadet must:

- (a) Be in their sophomore or junior year
- (b) Be in good academic standing
- (c) Be of high moral character
- (d) Evidence a high order of loyalty to their unit, their school, and their country.
- (e) Show exceptional potential for military leadership.

(4) Selection. The recipient is selected by the SNSI. However, final approval rests with the sponsoring chapter.

(5) Source. The SNSI may request the award from the nearest local chapter of The Retired Officers Association. If information on the nearest local chapter is not available or if there is no chapter in the area, the SNSI may address his request to The Retired Officers Association, 201 North Washington Street, Alexandria, VA 22314.

(6) Presentation. The presentation is made by a representative of the sponsoring chapter. If the award is not sponsored by a local chapter, the SNSI may designate a person, preferably a member of The Retired Officers Association, to make the presentation.

c. Sons of the American Revolution (SAR) Award

(1) General. The Sons of the American Revolution gives the award to a meritorious cadet enrolled in NJROTC at each

school (or one medal for each 500 cadets enrolled at time of the award). This award consists of a bronze medal pendant and ribbon bar.

(2) Eligibility Criteria. The cadet must:

(a) Be in good standing militarily and scholastically at the time of selection and presentation.

(b) Show a high degree of merit with respect to leadership qualities, military bearing, and excellence. Since there are many awards for scholarship alone that should not be duplicated, excellence is defined as all around excellence in the NJROTC program studies and activities.

(3) Selection. The SNSI will select the recipient. The award may be presented at the end of a cadet's second year of a three-year program, or third year of a four-year program.

(4) Source. The National Headquarters, Sons of the American Revolution, 1000 South 4th Street, Louisville, KY 40203 will furnish the Secretary of each applicable SAR state organization a list of the NJROTC units in his state. The secretaries of SAR organizations will coordinate with each NJROTC unit within their area. The SNSI may make inquiry about the SAR award to state organizations or the National Headquarters.

(5) Presentation. Arrangements for presentation will be made by the applicable state society and the SNSI. Award should be presented at an appropriate military ceremony. A recipient of the award will not be eligible for a second award.

d. Daedalian Junior ROTC Achievement Award

(1) General. The Order of Daedalians is a fraternity of commissioned military pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI commissioned military pilots who sought to perpetuate the spirit of patriotism, love of country, and those high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in JROTC cadets and to interest them in a military career.

(2) Purpose. This Daedalian Junior ROTC Achievement Award will recognize one outstanding cadet annually in the junior class of each participating JROTC unit.

(3) Description. The award consists of a medal and a ribbon bar. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece. This plaque depicts Daedalus and his son, Icarus,

fabricating their legendary wings of wax and feathers. An Achievement Award certificate accompanies the medal.

(4) Eligibility Criteria. The following minimum criteria will be used to determine eligibility:

(a) Have demonstrated an understanding and appreciation of patriotism, love of country, and service to the nation.

(b) Have indicated a potential and desire to pursue a military career.

(c) Be ranked in the upper 10 percent of the junior class in the JROTC program.

(d) Be ranked in the upper 20 percent of the school junior class.

(5) Administration

(a) One award is available to each JROTC unit each year.

(b) The SNSI in the NJROTC unit will select the recipient based on the above eligibility criteria.

(c) The Daedalian Flight will select a presenter for the award. Local and advance publicity of the presentation ceremony is encouraged. The inspirational value of the award is enhanced when presented at a suitable ceremony attended by the recipient's contemporaries, supervisory personnel and member(s) of the Order of Daedalians.

(6) Distribution. Request the award from a Daedalian Flight. It is not necessary that the award winner be selected before the request is initiated. Daedalian Flights need a minimum of 90 days prior to scheduled presentation to request the award from their National Headquarters and to schedule a presenter for the award. To determine if there is a Daedalian Flight in the area write the Order of Daedalians, P.O. Box 249, Randolph AFB, TX 78148-0249 or telephone (210) 945-2111.

e. American Veterans (AMVETS) Junior ROTC Award

(1) Purpose. The AMVETS award recognizes a qualified cadet at each institution operating a Junior ROTC Program.

(2) Description. The American Veterans of World War II, Korea, Vietnam, and Those Serving Thereafter (AMVETS) Award consists of a medal pendant and a ribbon bar.

(3) Eligibility Criteria

(a) The cadet must possess individual characteristics contributing to leadership such as:

1. A positive attitude toward the Navy ROTC program and service in the Navy.

2. Outstanding personal appearance.

3. Personal attributes of initiative, dependability, sound judgment, and self-confidence.

4. Officer potential.

(b) The cadet must have obtained a grade of "A" (or the numerical equivalent) in Junior ROTC/military related programs and be in good standing in all scholastic grades at the time of selection and presentation during the most recent grading period.

(4) Administration

(a) The SNSI selects the recipient annually.

(b) The SNSI submits a brief nomination letter and biographical sketch of the cadet to AMVETS National Headquarters, 4647 Forbes Blvd., Lanham, MD 20706-9961, Attn: ROTC Programs Coordinator.

(c) Submit nomination at least 6 weeks in advance of the desired presentation date.

(5) Presentation. An AMVETS representative should make the presentation if a participating local post or department representative is available. If this cannot be arranged, the SNSI makes the presentation at an appropriate military ceremony.

f. American Legion JROTC General Military Excellence Medal.

(1) Description. This award consists of a bronze medal accompanied by a ribbon bar with a distinctive miniature attachment superimposed on the ribbon bar.

(2) Eligibility Criteria.

(a) This award is presented annually to one NS-2 or NS-3 cadet (NS-3 or NS-4 cadet in a 4-year program) at each unit based on the cadet's general military excellence.

(b) Each cadet must:

1. Be in the upper 25 percent of their class in academic standing, including all JROTC subjects.

2. Demonstrate outstanding qualities in military leadership, discipline, character and citizenship.

(3) Administration.

(a) The SNSI, as chairman, with the NSI and faculty members select the recipient of this award, based on the above criteria not later than 15 April. Arrangements with the American Legion for the presentation of medals should be made as early as possible.

(b) After selection of a qualified recipient, the SNSI requests both the medal and the address of an appropriate representative of the American Legion from the local Post, or if no local Post is available, writes to the American Legion, National Security Division, 1608 K Street NW, Washington, DC 20006-2847.

(4) Presentation. When possible, invite a representative of the American Legion to present this award. If no American Legion representative is available, the SNSI may make the presentation. Provide available photographs of the award to the address in paragraph 3b above.

g. American Legion JROTC Scholastic Medal.

(1) Description. This award consists of a bronze medal accompanied by a ribbon bar with a distinctive miniature attachment depicting a scholastic scroll.

(2) Eligibility Criteria.

(a) This award is presented annually to one NS-2 or NS-3 cadet (NS-3 or NS-4 cadet in a 4-year program) at each unit based on the cadet's overall scholastic achievements.

(b) Each cadet must:

1. Be in the upper 10 percent of the high school class in all courses other than Naval Science.

2. Be in the upper 25 percent of all Naval Science courses.

3. Demonstrate qualities of leadership.

4. Actively participate in constructive student activities, such as student organizations or athletics.

(3) Administration.

(a) The SNSI, as chairman, with the NSI and faculty members select the recipient of this award, based on the above criteria not later than 15 April. Arrangements with the American Legion for the presentation of medals should be made as early as possible.

(b) After selection of a qualified recipient, the SNSI requests both the medal and the address of an appropriate representative of the American Legion from the local Post, or if no local Post is available, writes to the American Legion, National Security Division, 1608 K Street NW, Washington, DC 20006-2847.

(4) Presentation. When possible, invite a representative of the American Legion to present this award. If no American Legion representative is available, the SNSI may make the presentation. Provide available photographs of the award to the address in paragraph 3b above.

h. Military Order of World Wars (MOWW) JROTC Award.

(1) General. The Military Order of the World Wars (MOWW) is an organization of military officers that promotes patriotism, a love for our country and patriotic education. The award consists of a bronze medal pendant, ribbon bar and citation.

(2) Purpose. The MOWW Junior ROTC Award of Merit recognizes an outstanding cadet annually in each JROTC unit, based on outstanding accomplishment or service to the unit.

(3) Eligibility Criteria.

(a) Have a demonstrated understanding of patriotism and love for our country.

(b) Has demonstrated outstanding accomplishment or service to the Junior ROTC unit.

(c) Has a positive attitude toward the NJROTC program and will return as a cadet the next semester.

(4) Administration.

(a) The NSI selects the recipient based on the eligibility criteria.

(b) The NSI submits a brief nomination to the ROTC Committee Chairman of the nearest MOWW Chapter along with

the date, place and time of the presentation.

(c) If the location of the nearest MOWW Chapter is not known then the NSI should contact MOWW Headquarters at (703) 683-4911 or toll free (877) 320-3774 or write to: Military Order of the World Wars, National ROTC Chairman, 435 North Lee Street, Alexandria, VA 22314.

(5) Presentation. An MOWW representative should make the presentation if a local member is available. If this cannot be arranged then the SNSI will make the presentation at an appropriate ceremony.

i. Scottish Rite Award, Southern Jurisdiction Award*.

(1) General. The Scottish Rite of Freemasonry is a fraternal organization first established in Charleston, South Carolina, in 1801. Through scholarship grants, Childhood Language Disorders Clinics, and patriotic programs, the Scottish Rite benefits communities across the nation in direct and dynamic ways every day of the year. Its 500,000 membership reflects the many professions of America.

(2) Description. The award consists of a medal, a ribbon, and a certificate. The medal depicts the heraldic logo of the Scottish Rite of Freemasonry, and by the words "JROTC Education and Americanism" calls attention to two of the major focal points of the Scottish Rite.

(3) Purpose. This award recognizes one outstanding cadet per academic year in the second year of a 3-year program or in the third year of a 4-year program.

(4) Eligibility Criteria. The cadet must:

(a) Have contributed the most among cadets on campus to encourage and demonstrate Americanism, by deeds or conduct during participation in extracurricular activities or community projects.

(b) Have demonstrated academic excellence by being in the top 25% of his or her academic class.

(c) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self-discipline, good citizenship and patriotism.

(d) Not have previously received this award.

(5) Administration. The SNSI or the head of the school (or both) will make the selection. Requests for the award should be made to the nearest Scottish Rite Valley of the

Southern Jurisdiction. Request may be made at any time during the calendar year. If the location of the nearest Valley is not known, that information is available from the national headquarters. Either call (202)232-3579, or FAX your request to (202)387-1843, or write to the Supreme Council, 33rd Degree, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, 1733 Sixteenth Street NW, Washington, DC 20009-3199.

(6) Presentation. With 30 days prior notice of the presentation ceremony, the local Scottish Rite Valley, which provided the award, will select and provide a presenter.

*NOTE: The Scottish Rite of Freemasonry is limited to sponsoring awards to units located in the southern and western United States. Unfortunately, those units located in the 15 states not included in the Scottish Rite of Freemasonry area of responsibility are not eligible to participate in the award program. The states not included are: Connecticut, Delaware, Illinois, Indiana, Maine, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, and Wisconsin.

j. The Stephen Decatur Award.

(1) General. The Surface Navy Association strongly supports the objectives of the NJROTC program, and has established an award for an individual cadet to be awarded on an annual basis.

(2) Description. The award consists of a Surface Navy Association Certificate of Recognition.

(3) Purpose. This award recognizes an outstanding freshman or sophomore cadet in his or her first year in the NJROTC unit.

(4) Eligibility Criteria. The cadet must:

(a) Possess character reflecting the Navy's core values of Honor, Courage and Commitment.

(b) Demonstrate leadership potential.

(c) Demonstrate an aptitude in NJROTC as evidenced by motivation, performance of duty and military bearing.

(d) Receive a "B" grade or better in NJROTC during the current year, and also have a minimum of a cumulative "B" grade point average in all academic studies.

(5) Administration. The naval science instructor will

make the selection. One cadet may be selected annually from each unit. The name of the individual nominated for this award must be presented to the Surface Navy Association at 2550 Huntington Avenue Suite 202, Arlington, VA, 22303, or phone (703) 960-6800, or 1-800-NAVYSNA, FAX (703) 960-6807. Nominations must be submitted not later than 1 April for a May presentation. The submission must contain the name of the recipient and the date the award will be given for preparation of the certificate.

(6) Presentation. Presentation of the award should be made at an appropriate end-of-school year awards ceremony with the participation of the local SNA Chapter where practical.

k. The Navy League of the United States (NLUS) Youth Medal.

(1) General. The NLUS presents this award to the NJROTC cadet at the end of the second or third year whose performance and academics showed the greatest improvement since the previous school year. The cadet must be considered to have the potential to continue to maintain the high standards of the NJROTC program. The Youth Medal and accompanying certificate is presented by the local council on behalf of the NLUS national organization. The Navy League was established in 1902 as a civilian organization to support the Maritime Services, Navy, Marines, Coast Guard and Merchant Marine.

(2) Description. The Award consists of a blue and gold ribbon 1-3/8 inches wide with a hanging bronze disc 1-1/2 inches in diameter and an accompanying certificate. A separate ribbon bar is provided to be worn as appropriate. The obverse side of the medal depicts the visage of President Theodore Roosevelt who strongly supported and promoted the formation of the NLUS. The reverse side provides space for inscribing the name of the institution and year presented.

(3) Eligibility Criteria. The cadet candidate must have:

- (a) Completed a minimum of one year in NJROTC.
- (b) Attained a minimum grade of 3.0 GPA in Naval Science during the current school year.
- (c) Attained a grade of "B" in overall academics during the current school year.
- (d) Active in extra-curricular activities, e.g., member of a competition team, community service, etc.
- (e) Attained a grade of "A" in leadership.

(f) Achieved overall performance reflecting the highest standards of the NJROTC program in academics, leadership, attitude and appearance.

(4) Selection. The Senior Naval Science Instructor (SNSI) will select the recipient with final approval by the local council. (If there is no local council to approve the candidate, the national NLUS office may designate, by letter, the NSI as having final approval.

(5) Sources. The SNSI will be contacted by the local council. If there is no local council, the SNSI may request information from NLUS Headquarters at 2300 Wilson Boulevard, Arlington, VA 22201.

(6) Presentation. The presentation of the award should be made by a representative of the NLUS council. If the award is not sponsored by a local council, the SNSI may designate an appropriate individual to make the presentation.

1. Noncommissioned Officers Association (NCOA) Award.

(1) General. The NCOA strongly supports the objectives of the JROTC program, and has established an award for an individual cadet at each unit to be awarded on an annual basis. The award consists of a gold colored medal, a ribbon and certificate.

(2) Eligibility Criteria. The cadet must:

(a) Be a petty officer.

(b) Have consistently exhibited the best military bearing, personal appearance, deportment and leadership ability.

(3) Administration. Candidates for this award should appear before a board composed of the NJROTC instructors. The board will select the cadet in accordance with the above criteria and forward the board's recommendation including the cadet's name and rate to the nearest NCOA Chapter, Service Center or the Noncommissioned Officers Association, International Headquarters, P.O. Box 33610, San Antonio, TX 78265.

m. Legion of Valor Bronze Cross for Achievement.

(1) General. The Legion of Valor of the United States is an organization composed of Medal of Honor, Distinguished Service Cross, Navy Cross or Air Force Cross award recipients. This award, consisting of a bronze cross and certificate, is awarded annually to outstanding cadets to recognize achievement of scholastic excellence in naval science and academic subjects and to stimulate development of leadership.

(2) Eligibility Criteria. The cadet must:

(a) Be a member of the junior class and be enrolled in their third year of naval science instruction.

(b) Have an NJROTC class standing in the top 25 percent.

(c) Have a school academic standing in the top 25 percent of their class.

(d) Have demonstrated outstanding military leadership qualities.

(3) Administration. The SNSI may submit one nomination annually. The nomination, with justification endorsed by the school principal, will be submitted to the NJROTC area manager no later than 1 May of each year. The area manager will select two outstanding junior year NJROTC cadets to be recommended as the NJROTC Area's nominations for the award. NJROTC area managers will submit the name of their selectee, with supporting justification to CNET (NJROTC) no later than 1 July of each year. Names of selectees, with supporting justification, will be referred to the Legion of Valor of the United States, Inc., by the NJROTC program manager.

(4) Presentation. Presentation of the award should be made as early in the cadet's senior year as possible, preferably by a member of the Legion of Valor. The Legion of Valor will send the award along with names of members residing in the vicinity of the school having a winner.

n. National Sojourners Award.

(1) General. The National Sojourners, Inc., is an organization of past and present commissioned and warrant officers who are master masons. Among the principal purposes of the organization is to develop patriotism and Americanism. This award, consisting of a ribbon with medal pendant and accompanying certificate, is awarded annually to the NJROTC cadet who contributed the most to encourage and demonstrate Americanism within the unit and at school.

(2) Eligibility Criteria. The cadet must:

(a) Have been enrolled in NJROTC during the current academic year, and be either a sophomore or junior and have indicated that they will enroll in the succeeding year.

(b) Be in the top 25 percent of his or her academic class.

(c) Have encouraged and demonstrated the ideals of Americanism by deed or conduct, or both.

(d) Have demonstrated a potential for outstanding leadership.

(e) Not have previously received the award.

(3) Administration. The SNSI will make the selection for the award, and make their nomination during the month of January, annually to the nearest local chapter of the National Sojourners, Inc. If there is no local chapter, the nomination should be sent to the National Sojourners, Inc., 8301 E. Boulevard Drive, Alexandria, Virginia 22308-1399. Approval of all awards rests with National Sojourners, Inc. Information about National Sojourners, Inc. is available on their web site at www.nationalsojourners.org; phone (703) 765-5000, or FAX (703) 765-8390.

(4) Presentation. Presentation should be made at an appropriate end-of-school year awards ceremony.

o. Military Order of the Purple Heart (MOPH) Award.

(1) General. The MOPH has an MOPH ROTC Award Program for ROTC and Junior ROTC units. This award consists of a medal pendant with a ribbon, accompanied by a certificate.

(2) Purpose. The Military Order of the Purple Heart Award recognizes an outstanding cadet who is enrolled in the ROTC/JROTC program and demonstrates leadership ability.

(3) Eligibility Criteria. Each cadet must:

(a) Have a positive attitude toward ROTC/JROTC and country.

(b) Hold a leadership position in the cadet corps.

(c) Be active in school and community affairs.

(d) Attain a grade of "B" or better in all subjects for the previous semester.

(e) NOT have been a previous recipient of this award.

(4) Administration.

(a) The Commander of the Unit selects the recipient annually.

(b) The Commander, in writing, requests the award from the nearest local Military Order of the Purple Heart unit prior to February for presentation in April or May. If no local MOPH unit is available, obtain the award by contacting MOPH headquarters. MOPH Headquarters, Attn: ROTC, 5413-B Backlick Road, Springfield, VA 22151-3960, or phone (703) 642-5360, FAX (703) 642-2054, web site www.purpleheart.org.

(5) Presentation. The award is presented annually at an appropriate ceremony by a representative of the Military Order of the Purple Heart, if available.

CHAPTER XII

TRAINING SAFETY

	<u>ARTICLE</u>
General	1201
Training Time Out	1202
Pre-Mishap Plan	1203
Pre-participation Sports Physicals	1204
NJROTC Health Risk Screening Questionnaire	1205
Operational Risk Management	1206

1201. General. Each SNSI, NSI, and area manager is accountable for the safe conduct of NJROTC training under his/her purview. This accountability cannot be transferred to school administrators, chaperons who may accompany the instructor on a field trip, or other personnel who may instruct cadets as part of the activity. The senior NJROTC representative must be on-site and capable of stopping training, if necessary, during the conduct of any arduous or potentially high-risk activities. Arduous or high risk training is defined as that training that involves exposure to potentially harmful conditions of an environmental or physical nature such as temperature extremes, physical exertion, or exposure to hazardous evolutions. In any case the exercise of due care expected of a prudent person is required when cadets are in a controlled training situation.

a. CNET (NJROTC Program Manager) shall:

(1) Incorporate a safety awareness module in the New Instructor Orientation Training (NIOT) curriculum to include operational risk management (ORM), safety policy, instructor responsibilities, reporting procedures, and preventive measures.

(2) Maintain a record of cadet injuries by type and cause based on reports submitted from the field. A summary of these incidents will be provided to the area managers for distribution to NJROTC units for information and training purposes.

b. Area managers shall:

(1) Provide safety awareness information to NJROTC units in periodic "items of interest" letters of units. This information should be obtained from cadet injury reports, Navy safety publications, base safety officers, and other available sources.

(2) Conduct and document annual safety briefings for NJROTC instructor personnel during unit visits or other instructor training opportunities.

(3) During the NJROTC Unit Inspection ensure:

(a) Students understand Training Time Out (TTO) procedures.

(b) Physical qualification requirements, medical authorizations and releases are current and updated before any arduous or potentially high-risk activities.

(c) Training related injuries have been thoroughly investigated and reported.

c. SNSIs and NSIs shall:

(1) Explain to cadets TTO procedures and ensure they are reminded of these procedures prior to arduous or potentially high-risk activities.

(2) Ensure physical qualification requirements, medical authorizations and releases are current and updated before any arduous or potentially high-risk activities.

(3) Report training related injuries (requiring medical treatment) in accordance with Article 901, paragraph k.

(4) Ensure all cadet officers understand their responsibility as a leader in the cadet organization for the safe conduct of training.

(5) Comply with school regulations regarding safety.

d. Cadets shall report any violation of training safety procedures to the SNSI immediately.

1202. Training Time Out (TTO). Any time a student or instructor experiences apprehension concerning personal safety, it is an indication that a need for clarification of procedures or requirements exists and an immediate "Training Time Out" shall be called.

a. Following a TTO the training situation as it exists shall be examined and additional explanation and instruction will be provided as necessary to allow safe resumption of training.

b. In those instances where a student refuses to participate in training after instruction has been provided, or when excessive use of TTO occurs, the student shall be removed from training.

c. All students shall be briefed on TTO procedures and visual/audible signals prior to commencement of training. This

briefing will be repeated and emphasized prior to start of training situations to reinforce the initial briefing.

d. Instructors are responsible for maintaining situational awareness and shall remain alert to signs of student panic, fear, extreme exhaustion, or lack of confidence that may impair safe completion of the training exercise, and shall immediately cease training when the instructor considers this action appropriate.

1203. Pre-Mishap Plan

a. Pre-mishap plan shall be developed for use at the high school and at any event where arduous or potentially high-risk activities occur. They should include at a minimum:

(1) Location and telephone number of medical, fire department, police/security, and other emergency response teams as required by the nature of the training being conducted.

(2) Identification and location of in-house first aid assets (first aid kits, CPR qualified personnel, etc.).

(3) Location of first response mechanical devices such as electrical isolation switches, fire extinguishers, and other equipment as applicable.

(4) Notification lists of persons or offices to be contacted in an emergency.

(5) Pertinent lists and phone numbers of anticipated chain of command interest levels, as appropriate.

(6) A simplified and workable description of correct procedures to use in making required incident or hazard reports.

b. The NJROTC area manager shall be responsible for ensuring the development/promulgation of the pre-mishap plan at area-sponsored events.

1204. Pre-participation Sports Physicals. Pre-participation Sports Physicals are required prior to a cadet attempting to earn the Physical Fitness ribbon, attending the NJROTC National Meet, Leadership Academy, or any other Navy-sponsored event involving strenuous physical activity. Cadets participating in other unit physical activities, not sponsored by the Navy, are subject to the requirements of the host school for participation in physical activities. A certified medical provider must perform the examination. The examination must have been within 12 months of the date of participation in the PFT and/or other unit strenuous activities.

1205. NJROTC Health Risk Screening Questionnaire Form (CNET 1533/106). In addition to the pre-participation sports physical, an NJROTC Health Risk Screening Questionnaire form must also be completed and is contained in this chapter. The form must have been completed within 12 months of the date of participation in the Physical Fitness Test in order to earn the PFT ribbon, participate in any Navy-sponsored event (Leadership Academy, National Drill and Field Meet, including Area drill meets leading thereto. It is highly recommended that these forms be completed prior to NJROTC-related school activities. The form must be signed by both the cadet and his/her parent/guardian. If the cadet answers "yes" to any of the questions, the bottom of the form must be filled out and signed by a certified medical practitioner conducting the physical examination. This questionnaire has to be submitted only once to the naval science instructor during the school year. Any cadet failing to submit the risk factor screening questionnaire will not be allowed to participate in Navy-sponsored events. Prior to participating in the 1.5-mile-run, all cadets shall be asked about their general health since completing the health questionnaire and undergoing their pre-participation sports physical examination. Those cadets recovering from a recent illness or reporting a change in health or risk factors not indicated on their risk factor screening questionnaire should not be allowed to take the PFT until examined by a medical practitioner.

NJROTC HEALTH RISK SCREENING QUESTIONNAIRE

Cadet Name: _____ (Printed Name)

NJROTC Unit: _____ High School

Date of your most recent pre-participation sports physical examination _____

Part A – TO BE COMPLETED BY THE CADET AND PARENT/GUARDIANDirections: Please answer Yes or No to the following questions: (Do not leave any questions blank)

1. Do you have difficulty doing strenuous (great effort) exercise? _____
2. Have you been told **NOT** to participate in long distance runs, such as a 1.5-mile-run? _____
3. Have you been told **NOT** to do curl-ups or push-ups by a physician or other medical professional? _____
4. Do you exercise less than three times per week for at least thirty minutes? _____
5. Have you had any broken bones or a serious accident in the last three months? _____
6. Do you use tobacco of any kind? _____
7. Have you experienced chest, neck, jaw or arm discomfort while doing physical activity? _____
8. Do you have asthma or are you using an inhaler to aid in breathing? _____
9. Do you experience any shortness of breath with relatively low levels of exercise or exertion? _____
10. In the last month have you felt any chest pain at rest? _____
11. Do you have any known cardiac (heart) disease? _____
12. Do you think you are overweight? _____
13. Do you have dizzy/fainting spells, frequent headaches, or frequent back pains? _____
14. Have you ever experienced dehydration after strenuous physical exercise? _____
15. Are you currently under treatment by a physician or other medical practitioner? _____
16. Has your mother or sister died without any explanation or suffered a heart attack before the age of 55? _____
17. Has your father or brother died without any explanation or suffered a heart attack before the age of 45? _____
18. Do you have high blood pressure or are you on blood pressure medication? _____
19. Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication? _____
20. Do you have sugar diabetes? _____
21. Have you experienced episodes of rapid beating or fluttering of the heart? _____
22. Do you suffer from lower leg swelling of both legs? _____
23. Do you have difficulty breathing or have sudden breathing problems at night? _____
24. Do you have any personal history of metabolic disease (thyroid, renal, liver)? _____
25. Do you have a bone, joint, or muscle problem that prevents you from doing strenuous exercises? _____
26. Have you unintentionally lost/gained more than 10 percent of your body weight since your last PFT? _____
27. Have you ever been diagnosed with Sickle Cell Trait? _____

Cadet Signature_____
Date_____
Parent/Guardian Signature_____
Date

Part B - If any of the answers to the questions above were **YES**, request that the following section be completed and signed by a licensed medical doctor or registered school nurse:

Significant clinical history and/or current medication and treatment regimen of the above cadet: (Use reverse side if necessary)

Recommended/released for participation in strenuous physical activities including the 1.5-mile-run? YES NO

Signature of Medical Practitioner_____
Date

1206. Operational Risk Management (ORM). The naval science instructors shall complete an ORM analysis of the PFT and all other unit strenuous physical activities at least 24 hours prior to the event. The ORM process should use the "what if" tool and must include all aspects of the scheduled PFT. This includes the terrain, weather conditions, back-up emergency communications, and other similar aspects affecting the safety concerns of the PFT activity.

a. Test Site Selection. The naval science instructor should select the most level course available for the 1.5 mile run. The course should be free of steep inclines and declines, surface irregularities, loose rocks, sharp turns, low hanging branches and the like which can cause injury. The test site should be accessible to emergency vehicles and when possible be near a telephone to facilitate notification of emergency services if needed. Cellular phones are acceptable.

b. Weather Conditions. PFTs shall not be conducted under harsh environmental conditions. Specifically, PFTs should not be conducted outdoors when the wind chill is 20 degrees Fahrenheit or lower, or when the Wet Bulb Globe Temperature Index is 85 degrees Fahrenheit or higher, and the humidity is 75 percent or higher.

c. Warm-up. Participation in 5-10 minutes of warm-up exercise is required before beginning the PFT. Warm-up exercises should include a short walk of 2-5 minutes and stretching of the hip flexor, groin, lower back, quadriceps, Achilles tendons and calves. Adequate fluid is vital to safe participation in the PFT. All cadets must drink 10 fluid ounces of water before the 1.5-mile-run and 8 fluid ounces of water after the run in all weather conditions.

d. Cool-down. At the end of the PFT, cadets should let their heart rate decline gradually. This is best accomplished by walking slowly, when completing the 1.5-mile-run. The cool-down should be at least five minutes. Without the cool down, cadets may become dizzy or light-headed.

e. Proper attire. Proper attire for the PFT should include running shoes and clothing that is appropriate for the weather conditions.

CHAPTER XIII

MARKSMANSHIP TRAINING

	<u>ARTICLE</u>
General	1301
Range Safety	1302
Shooter Safety Rules	1303
SECNAV Air Rifle Postal Competition	1304
Awards	1305

1301. General. NJROTC units are authorized to conduct training in marksmanship and the safe handling of an air rifle. Participation in this program is optional at the discretion of the school authorities. Only .177 caliber air rifles are authorized for marksmanship training and competition in the NJROTC program. Details regarding allowance, procurement, inventory, security, and repair of air rifles are contained in the NJROTC Supply Manual.

1302. Range Safety

a. All individuals using firing range facilities will receive training on rules, safety precautions, and commands for the firing range. This training is to be documented in the cadet's training record and maintained for the period the cadet is enrolled.

b. The SNSI or NSI will be designated as the Range Officer, regardless of rank or employment position, and is the senior authority in control of the range during live firing operations.

c. The down range perimeter of the range shall contain any pellet that misses a trap or a backstop. Doors/hatches shall be locked and marked with a warning to prevent down range entry to the range. Pellet traps/backstops shall be designed to stop all pellets and prevent their return to the firing line.

d. The safe and proper handling of used lead pellets is to be done in accordance with local school district procedures for the storage and disposal of hazardous waste. SNSI's are to maintain documentation of the methods used.

1303. Shooter Safety Rules. Competitive shooting has one of the best safety records of any organized sport. This is because each shooter is expected to know and practice the safety rules and because range safety is strictly enforced. The following safety rules are strictly enforced on all properly managed ranges:

- a. Treat every air rifle as if it were loaded.
- b. Follow all commands given by the range safety officer.
- c. Be aware of where the muzzle is pointed at all times. Keep the muzzle of the air rifle pointed in a safe direction; this is usually up toward the ceiling or downrange toward the target. Have muzzle awareness at all times. Only point the air rifle at targets at which you intend to fire.
- d. Load/Unload the air rifle only when on the firing line and only when authorized by the Range Officer.
- e. Be sure that the bolt is open and to the rear when actually firing a shot.
- f. Keep your finger straight and off the trigger until you are ready to fire in your firing position.
- g. Never handle a rifle at the firing line when someone is down range.
- h. When given the command "cease fire," or "stop," immediately open the bolt of your rifle and place the rifle on your shooting mat so that the open bolt is visible. Inform the Range Officer in the event a rifle is loaded after the command "cease fire," or "stop".
- i. No one may go down range until authorized by the Range officer. Prior to going down range, all rifles must be unloaded and the bolts open.
- j. Eye protection is required. Hearing protection is recommended.
- k. Think about what you are doing and be careful. Think and practice safety at all times.
- l. Wash hands after handling pellets.
- m. Never horseplay in or near the range. Treat the air rifles as weapons that are capable of causing serious bodily harm.

1304. SECNAV Air Rifle Postal Competition. The SECNAV Air Rifle Postal Competition is held to promote training, good sportsmanship, and a high standard of performance in the safe use of an air rifle. Competition will be conducted in the Sporter Air Rifle and Precision Air Rifle divisions, as governed by the current National Standard Three-Position Air Rifle Rules. All rules referenced herein may be found in the applicable rulebook.

It is the responsibility of each participating unit to have a current copy of the rules and to comply with all applicable provisions. Copies of the rulebook may be ordered through JUMS.

Note: The ten (10) highest scoring Sporter teams/individuals and the five (5) highest scoring Precision teams/individuals will qualify to participate in the SECNAV Air Rifle Competition.

a. Eligibility. All NJROTC cadets are eligible to participate in the postal competition. This is a team match, each team consisting of four shooting members. No competitor may be a member of more than one team.

b. Equipment. Sporter air rifles include the following: Daisy Model M853/953/753 (pneumatic), Daisy M888 (CO₂), Daisy XSV 40 Valiant (compressed air), Crosman M2000 (CO₂) or equivalent rifle that conforms to the specifications/restrictions of the National Standard Three-Position Rules may be used. Precision air rifles include any type of .177 caliber (4.5mm) pneumatic, spring air, compressed air, or CO₂ rifle that conforms to the specifications/restrictions of the National Standard Three-Position Rules may be used. Any modifications to a Sporter or Precision air rifle must be in accordance with the current edition of the National Standard Three-Position Air Rifle Rules.

c. Targets. The targets used for the SECNAV Air Rifle Postal Competition will be the 12-bull, National Three-Position Air Rifle Council 10 Meter Air Rifle target. The targets will be provided by the Area Manager for the competition.

d. Range Specifications. In addition to ensuring that a safe marksmanship environment is established and maintained, SNSI's must establish the following minimum standards:

(1) The distance from the firing line is 10 meters (33 feet.)

(2) Target heights (measured from the center of the sighting targets); prone 19.7in. \pm 4 in., standing 55 in. \pm 2 in., kneeling 31.5 in. \pm 4 in.

e. Course of Fire and Time Limits. The course of fire will be according to the National Standard Three-Position rules shown below.

National Standard Three-Position, Individual Event (3x10)
10 shots in each position: prone, standing, and kneeling
(in that order)

Air rifle targets for 10 meters

Preparation period of 10 minutes

Shooting time, including sight shots, is 15 minutes prone, 20 minutes standing, and 15 minutes kneeling with a 5-minute change-over period between positions.

Dry firing is allowed during the preparation period and during the competition.

f. Competition Regulations and Range Operation. Once firing has started, the match must be completed following the National Standard Three-Position Rules and Time Schedule. There are no provisions for re-firing the match. An incomplete match will be considered a non-entry in the competition.

g. Range Controls and Commands. All National Three-Position Rules for range control and commands apply.

h. Tournament Officials. CNET will serve as the Match Director for all competitions. NJROTC Area Managers will assist in the administration of the match. All scoring and statistical duties will be carried out as designated by CNET. The Range Officer will be designated at the point of firing with regard to local circumstances. Either the SNSI or the NSI must witness the match and sign the Score Report Sheet(s).

i. Team Officer's Duties and Positions. Designation of team captains and coaches by the SNSI is encouraged. If so designated, they will perform their duties following the National Three-Position Air Rifle Rules.

j. Team Members. After electronic submission of the names of the participating unit team members to the Area Manager, substitutions will only be made with the approval of the Area Manager. Approved cadet changes will be annotated on the target label and initialed by the SNSI or NSI. Teams will not be rearranged after the first shot is fired. The coach will not physically assist the team members in any way, including loading, cocking, or making sight adjustments.

k. Statistical Office Operation, Scoring, and Decision of Ties. These responsibilities will be handled exclusively by CNET or its designated agent. Targets shall not be scored or plugged by anyone other than the scoring agent. Targets that have been plugged prior to receipt by the designated scoring agent will be disqualified.

l. Competitor's Duties and Responsibilities. All rules apply except those regarding age eligibility and scoring.

m. Postal Match Administration. The following paragraphs provide guidance for the administration of postal matches.

(1) Specific dates to be promulgated annually by CNET.

(2) SNSI's will advise their Area Manager in October of each year of the number of teams they will be entering in the air rifle competition.

(3) Area Managers consolidate the team input from the SNSI's and advise CNET of the total number of teams entering the air rifle competition from their area. This information is due to CNET no later than 31 October of each year.

(4) Area Managers obtain the proper targets for the air rifle competition in the quantity required. This number will be based on the number of teams entering the competition.

(5) SNSIs will submit Rifle Team information to the Area Manager using JUMS as directed by the Area Manager.

(6) Area Managers consolidate team inputs in JUMS, print and affix serialized labels to targets, and distribute the targets:

(a) Serial numbers are generated by JUMS.

Ex: 06-0003-P; 06 = area, 0003 = shooter number, P for prone, K for kneeling, and S for standing.

(b) Each shooter requires three targets, one for each firing position. Twelve targets are required per four-person team.

(c) Area Managers will mail the targets to participating units by 8 November of each year.

(7) In order to complete the preparation for the firing match, the SNSI will complete the following:

(a) Ensure that the proper number of serialized targets is on hand.

(b) Remember that once the firing has started, substitution of alternates is not allowed.

(c) Complete one Official NJROTC Postal Scoring Sheet per team. Directions are given at the end of this subsection.

(d) Prepare the targets for firing. Each target requires the area-affixed label.

NOTE: Remember that members of a given team must fire only targets bearing their name. Each team member must fire targets with the same target number, such as 0007, throughout the match. Targets with the "P" suffix (06-0007-P) are to be fired in the prone position, "S" in the standing position, and "K" in the kneeling position.

(8) The match must be kept safe and organized. The

SNSI or the NSI must personally witness the firing. Guidelines for firing the match are listed below:

(a) The match must be fired during the period 8 November through 13 December.

(b) Ensure that each cadet fires the proper target number in the proper sequence.

(c) Do not score or plug the targets. Plugged targets will be disqualified by the scoring agent.

(d) The SNSI or NSI who witnessed the match must sign the Official NJROTC Postal Score Report Sheet.

(9) After the match, the SNSI will mail the targets to the Area Manager. Targets should be handled with care. Group the targets by shooter and by team. The mail package should contain three targets (P, S, and K) for each shooter. The total package for each team will be 12 targets and one properly completed Official NJROTC Postal Score Report Sheet. Mail the targets by registered mail or traceable means to reach the Area Manager's office no later than 18 December. Targets arriving after 18 December may not be entered in the competition.

(10) Area Managers will compile the target entries and forward them using registered mail or traceable means to either CNET or the designated scoring agency as directed to arrive no later than 15 January.

(11) When the scoring agent has determined the official scores and standings of the teams, the results of the competition will be announced and released by CNET through the Area Managers.

(12) Entries for the blocks on the Official NJROTC Postal Score Report Sheet are described below:

Name of School:	NJROTC Unit Host School name
UIC:	NJROTC 5-digit Unit Identification Code
Team Name:	Team One, Team Bravo, Blue Team, etc.
Name of Postal:	SECNAV NJROTC AIR RIFLE COMPETITION
Division():	Put an X after the applicable level of competition
Team():	Put an X after team (if applicable)
Individual ():	Put an X after individual (if applicable)
Date Match Fired:	Date of the firing, i.e. 10 Dec 03
Range Officer Name:	List the name of the SNSI or NSI who will witness the match
Name of Shooter:	Name of shooter
Age:	Age of the shooter next to his/her name

Target #: Target serial # assigned by the area manager
Total/Score Blocks: Leave blank
Team Total: Leave blank
Check Rifles Used: Put an X or check next to the rifle used in competition or list make and model as indicated.

Witness Signature - The SNSI or NSI who witnessed the match must sign this block. Failure to do so will result in team disqualification. Witness phone # - Point of contact telephone number.

1305. SECNAV Air Rifle Competition. Units qualifying for SECNAV Air Rifle Competition (shoulder-to-shoulder) will be notified immediately with information to participate in the shoulder-to-shoulder championship.

Note: The three (3) highest Sporter teams/individuals and three (3) highest Precision teams/individuals will qualify to represent NJROTC in the Civilian Marksmanship Program JROTC National Competition.

1306. Awards. The first, second, and third place teams in the Sporter and Precision divisions will be awarded a plaque, and each team member will be awarded a medal. Individual medals of gold, silver, and bronze will be awarded to the top three shooters (total score) in both divisions.

OFFICIAL NJROTC POSTAL SCORE SHEET

Name of School _____ UIC _____ Area _____

Team Name _____

Name of Postal: **SECNAV NJROTC AIR RIFLE POSTAL COMPETITION**

Spoter: ()

Precision: ()

Team: (X)

Individual: (X)

Date Match Fired: _____

Range Officer Name: _____

NAME OF SHOOTER	AGE	TARGET#	PRONE		STANDING		KNEELING		TOTAL	
TEAM TOTAL										

CHECK RIFLES USED:

Spoter Division

Daisy 753 (pneumatic) _____

Daisy 853 (pneumatic) _____

Daisy 953 (pneumatic) _____

Daisy M888 (CO₂): _____

Daisy XS 40 (comp air) _____

Crosman M2000 (CO₂): _____

Other: _____

(list make & model)

Precision Division

(list make and model)

INSTRUCTIONS:

1. Please print name and age of competitor and their assigned target number.
2. Do not put any scores on this sheet.
3. Keep a copy of the report sheet for your records and send the original with the targets to the Area Manager by traceable means to arrive no later than 18 December.
4. Witness certification that targets were fired within the guidelines of the match program.

Witness signature

Witness phone #

CHAPTER XIV**COMMITTEES**

	<u>ARTICLE</u>
Curriculum Advisory Committee.....	1401
Information Technology Committee.....	1402
New Instructor Orientation Training Guest	1403
Instructor Committee	

1401. Curriculum Advisory Committee.

a. The NJROTC Curriculum Advisory Committee meets on a regular basis in Pensacola, usually in August and/or February of the school year, for a period normally not to exceed 4 days, excluding travel. For the most part, the committee's activities are directed toward reviewing all academic related materials in an attempt to bring together the important disciplines of science, social studies, mathematics, and physical education in a way that relates to the goals and objectives of the naval science curriculum, and to spark a high level of student interest and enthusiasm.

b. The meeting agenda consists mostly of academic and other related issues. Curriculum development of NS-1 through NS-4, including the revision of the textbook, the curriculum outline, the instructor guide, and the test bank with keys for each course, is the major responsibility of the committee. Other duties include reviewing the Leadership Academy materials for content changes and improvement, revising the content of the Cadet Field Manual, recommending audio-visual support materials such as videotapes and other similar training materials, reviewing unit SNSI curriculum input and comments, examining the NJROTC promotional materials, reviewing the various academic achievement awards for unit cadets, and advising on the policies and procedures for the national academic competition.

c. A tentative agenda and any lengthy materials needing committee review will be provided to each member prior to the actual meeting. All other necessary materials required to accomplish conference objectives will be provided at the time of the meeting.

d. The NJROTC Curriculum Advisory Committee consists of the following individuals:

(1) One experienced naval science instructor representing each of the geographical areas comprising the NJROTC sphere of operation. Appointments to this committee are made by

the area managers for a period of 4 years. To prevent a complete change of committee members during the same year, appointments will be staggered so that no more than two members will be replaced at the same time.

(2) The individual assigned from the Naval Institute as the editor of the naval science textbooks. This appointment is continuous.

(3) The Cadet Education Specialist on the NJROTC staff. This appointment is continuous also.

e. Each instructor attending the curriculum committee meeting should have his/her travel and per diem paid by their school who will be reimbursed by CNET. Authorizations for reimbursement are distributed annually by CNET to committee members.

1402. Information Technology Committee.

a. The NJROTC Information Technology (IT) Committee meets on an annual basis in Pensacola, usually in January, for a period normally not to exceed 2 days, excluding travel.

b. The meeting agenda consists mostly of further development of the JROTC Unit Management System (JUMS) software used by all units for program administration.

c. The NJROTC IT Committee consists of the following individuals:

(1) Up to four experienced naval science instructors representing each of the geographical areas comprising the NJROTC sphere of operation. Appointments to this committee are made by the area managers for a period of 4 years. To prevent a complete change of committee members during the same year, appointments will be staggered so that no more than eight members will be replaced at the same time.

(2) The IT Committee Chairman. This position is usually held by the NJROTC Operations Officer on the NJROTC staff and is continuous.

e. Each instructor attending the information technology committee meeting should have his/her travel and per diem paid by their school who will be reimbursed by CNET. Authorizations for reimbursement are distributed annually by CNET to committee members.

1403. New Instructor Orientation Training (NIOT) Guest Instructor Committee.

a. The Guest Instructor Committee does not meet on a regular basis. Guest Instructors provide orientation training to newly hired instructors at the annual NIOT. NIOT is usually held the last week in July or the first week in August. Guest Instructors prepare presentations as directed by CNET to meet the training needs of new NJROTC instructors. Presentations are reviewed by CNET prior to presentation at NIOT.

b. The NIOT Guest Instructor Committee consists of the following personnel.

(1) Experienced naval science instructors knowledgeable in the required training topics determined by CNET. Nominations to this committee are made by the area managers. Once appointed by CNET, the Guest Instructor usually serves for a period of 4 years. To prevent a complete change of committee members during the same year, appointments will be staggered so that no more than three members will be replaced at the same time.

(2) The NIOT Lead Instructor. This position is held by a Senior Naval Science Instructor. The Lead Instructor:

a. provides oversight at the NIOT Conference and assists CNET in planning and coordination of the training topics.

b. provides feedback for improvement of the training as reflected in the conference critique sheets.

c. coordinates topics and information with the Guest Instructors to prevent duplication or overlap of materials presented.

d. usually attends a one-day pre-/post-planning meeting once each year at CNET.

e. The Lead Guest Instructor and Guest Instructors attending the NIOT meeting(s) or the NIOT Conference should have his/her travel and per diem paid by their school and will be reimbursed by CNET. Authorizations for reimbursement are distributed annually by CNET to committee members.

CHAPTER XV

RESOURCE ADMINISTRATION

	<u>ARTICLE</u>
General	1501
School Reimbursement.....	1502
Authorized Expenditures.....	1503
Unit Accounts/Ledgers.....	1504
Remitting Collections for Lost or Damaged Government Property.....	1505

1501. General. The SNSI, as head of the Naval Science Department, is responsible for financial management of unit resources, briefing school administrators on reimbursement requirements, and ensuring compliance with CNET guidance regarding expenditure and reimbursement of Navy funds appropriated for the NJROTC program.

1502. School Reimbursement. The SNSI will coordinate submissions for reimbursements by the Navy. The SNSI shall ensure that a current copy of reimbursement guidance is provided for use by officials responsible for processing requests for reimbursement.

a. Instructor Salaries. In accordance with the Navy/Host School contract, the Navy will reimburse one half of the minimum instructor salary for each authorized instructor. The minimum SNSI/NSI salary to be paid by the school is computed by combining the instructor's entitlements for active duty pay and allowances and deducting the amount of the retired/retainer pay. To determine minimum instructor pay and accurate reimbursement, the SNSI or designated school official should ensure the following:

(1) Upon hiring a new instructor, the following documents must be submitted to CNET NJROTC Instructor Pay, 250 Dallas Street, Pensacola, FL 32508-5220, for salary computations and reimbursement:

(a) JROTC Instructor Annual Certification of Pay and Data Form (DD 2767),

(b) JROTC Instructor Pay Certification Worksheet for Entitlement Computation (DD 2754), providing copies of a marriage license, birth certificates, etc. for proof of dependents. Basic Allowance for Housing (BAH) is based on the zip code of the school. BAH is subject to change. CNET will notify instructors/school officials when BAH changes.

(c) Certified copy of Certificate of Release or Discharge from Active Duty (DD 214), and

(d) Copy of Retiree Account Statement (DFAS-CL 7220/148).

(2) Annually, instructors must submit the following:

(a) Copy of Retiree Account Statement (DFAS-CL 7220/148) by 31 January.

(b) JROTC Instructor Annual Certification of Pay and Data Form (DD 2767) by 15 May, upon transfer, or upon change in employment contract dates.

(3) As required, instructors must submit the following:

(a) JROTC Instructor Pay Certification Worksheet for Entitlement Computation (DD 2754) upon transfer, change in marital or dependent(s) status.

(4) As required, instructors will notify the school in advance as to the month and year that longevity will require a change in the minimum salary.

b. Quarterly Computation of Pay. Each instructor will receive a 2-part quarterly statement of the pay computation. Page one is for the NJROTC instructor and contains privacy act information that must be safeguarded in accordance with the Privacy Act of 1974. Page 2 is provided for school officials responsible for instructor salaries. Questions concerning a computation should be addressed immediately to CNET, OTEJ22. It is strongly recommended that questions or inquiries be forwarded in writing to CNET NJROTC Instructor Pay, 250 Dallas Street, Pensacola, FL 32508-5220.

c. Minimum Salary Changes. The minimum salary for instructors normally changes at least twice each year. One adjustment is based on changes in active duty pay and allowances and the other adjustment is based on changes in retirement pay. Additional changes may also occur based on the instructor's creditable military service (longevity) or on change in the Basic Allowance for Housing (BAH) for a geographic area.

NOTE: BAH and BAS are taxable as NJROTC instructors are civilian employees of a school district.

d. Method of Salary Reimbursement Computation. The Reimbursement Computation is based on a 30-day month. When employment begins or ends during the month, pay entitlement will be 1/30 of the minimum monthly salary for each day of employment. For example: An instructor hired on the 10th day of any month, including February, shall be paid for 21 days (30 days less 9 days not employed = 21). The computation for a minimum monthly

salary of \$2,557.52 would be: $\$2,557.52/30 = \$85.25 \times 21 = \$1790.25$ (minimum to be paid by school). Navy reimbursement to school would be $\$1790.25/2 = \895.13 .

e. Quarterly Salary Reimbursements. Based on documentation received, CNET will automatically initiate quarterly salary reimbursement to each school participating in the NJROTC program. Reimbursements will normally be made by the 10th day of the month following the end of each quarter (September 30, December 31, March 31, and June 30). Reimbursement checks or electronic funds transfers (EFT) are issued by DFAS. When necessary, adjustments to previous quarter reimbursements will be deducted from, or added to, the current quarter payment. It is the responsibility of the schools participating in the NJROTC program to ensure that each instructor is paid, in total, no less than the minimum salary required by law for the full term of the instructor's employment contract.

f. Reimbursement via Public Voucher for Purchases and Services Other Than Personal, Standard Form 1034 (SF 1034). Units may submit SF 1034s for reimbursement for expenditures from unit or school funds as authorized by CNET.

(1) SF 1034s are issued at the beginning of each fiscal year (1 October to 30 September) to each unit by the Naval Education and Training Professional Development and Technology Center (NETPDTC), NJROTC Accounting. A sample is contained at the end of this chapter. Forms being submitted must be for the current fiscal year. The forms contain unit-specific information and may not be submitted from a unit other than the one to which it was issued.

(2) When submitting SF 1034 for reimbursement, the SNSI or designated school official must ensure completion per the following instructions. Failure to do so will result in the SF 1034 being returned unprocessed.

(a) The form is filled out correctly with entries made by the unit/school in the following highlighted blocks ONLY:

Block **Number and Date of Order**

(use sequential numbers, e.g. 001, 002, etc.)

Block **Date of Delivery or Service**

Block **Articles or Services**

Block **Quantity**

Block **Unit Price, Cost/Per**

Block **Amount**

Block **School Official Name/Title/Signature**. A school official is someone other than the SNSI or NSI (principal, school bookkeeper, etc.)

Block Total

(b) Ink, other than black, is recommended for the signature.

(c) All supporting documents needed are attached, i.e., receipts, invoices, authorization letters from CNET, etc.

(d) The original form has not been altered with whiteout, correction tape, etc.

(e) The original form does not have pen and ink changes to the pre-printed information.

(f) The correct name and address is contained in the Payee's Name And Address Block. If the address is incorrect, contact NJROTC Instructor Pay at CNET to receive a corrected form.

(g) No marks or entries have been made below Block Total.

(h) The SF 1034 claim does not exceed the amount authorized.

(i) The reimbursement claim being submitted is for a purchase completed no later than 30 September of the current fiscal year.

(j) The SF 1034 is being submitted no later than 31 December for a purchase completed by 30 September of the same calendar year.

(3) Mail SF 1034s to: Commanding Officer, NETPDTC N811A, 6490 Sauflay Field Road, Pensacola, FL 32509-5241.

(4) Inquiries on Claims. Questions pertaining to submitted reimbursement claims should be addressed to NETPDTC Accounting.

g. Electronic Funds Transfer (EFT). The Defense Finance and Accounting Service (DFAS) processes government payments electronically. It is advisable to have one account for salary reimbursements and a separate account for unit reimbursements via SF 1034s. To ensure payment(s) are directed to the correct account, it is imperative that accurate information is provided on the EFT Form to Instructor Pay at CNET.

h. Checks. In the event a check is prepared for reimbursement, each school must ensure NETPDTC Accounting has the correct mailing address for reimbursement checks if EFT is not in use. Changes should be forwarded upon occurrence.

i. Late Submission of Reimbursement Claims. Claims submitted after the time frame prescribed must be accompanied by a written justification explaining the reason for late submission and must be submitted to CNET (NJROTC) via the area manager. This does not apply to the 1 January deadline. No reimbursement claims will be paid after 1 January following the end of the fiscal year on 30 September.

j. Monitoring Expenditures. The SNSI will monitor expenditures closely throughout the year. During the third quarter, each SNSI will review and project total fiscal year requirements for transportation and uniform maintenance. If it is determined that all authorized funds will not be utilized, and are not obligated, information will be forwarded to CNET via the area manager not later than 15 July. It is emphasized that accurate information is essential to avoid the loss of unused funds at the end of the fiscal year. All funds reported as excess will be reallocated and cannot be used without permission.

1503. Authorized Expenditures. Reimbursement will be made for expenditures as specifically authorized via letter from CNET, or for expenditures authorized in support of the NJROTC unit. Authorized expenditures are: instructor attendance at New Instructor Orientation Training (NIOT); Annual Area In-Service Training; NJROTC meetings for the Curriculum Committee, Information Technology (IT) Committee, NIOT Guest Instructors and Lead Instructors, or other special meetings organized and funded by CNET; air rifles and authorized equipment per the NJROTC Supply Manual (NAVEDTRA 37123 Series); unit orientation trips up to the authorized amount per cadet; and uniform cleaning and alterations. Other expenditures may be approved upon request via the area manager.

1504. Unit Accounts/Ledgers. Units may use one account for appropriated funds or "Navy money". However, separate accounting, or separate ledgers, must be used for the five types of funds. Keeping appropriated funds separate from unit/school funds is required and will be inspected by the area manager. Funds are not to be mixed, traded, or substituted in any manner. Ledgers should be clear, legible, and contain at least the entries of date, amount, purpose (for what or who), balance, and receipts. The five types of funds are:

a. Orientation. Funds for transportation, lodging and meals for cadets are allocated each fiscal year by the area manager to each unit. The unit may submit SF 1034s for authorized expenditures up to the authorized amount. This is a fiscal year allocation, which is given for orientation money per cadet based on 1 October enrollment or \$1200, whichever is greater. This authorization is subject to change. Requests for increases to authorized amount must be submitted in advance to the area manager for approval prior to obligation of funds.

(1) Claims should be submitted monthly when the cumulative amount claimed exceeds \$100. When the monthly amount to be claimed is less than \$100, a claim may be submitted quarterly (March, June, September, December). Claims must be submitted by the 10th of the month following the end of the claim period, whether monthly or quarterly.

(2) SF 1034s must be submitted for reimbursement as described above. Legible supporting documentation will provide the following details: (a) purpose of trip; (b) number of cadets; (c) inclusive dates of field trip/cruise; (d) vendor/source, i.e., name and address of company, school, or individual paid by school for providing service; (e) destination/itinerary of trip; (f) type of vehicle, i.e., chartered bus, school bus, privately owned vehicle (POV); (g) computation/explanation of amount claimed (include the number of miles traveled and the rate per mile); and, (h) original signed certification required must be entered on the invoice or alternate documentation.

b. Organizational. Funds for organizational items will be provided so units can order from the Navy Exchange Command (NEXCOM). Each unit is currently authorized \$500 per fiscal year that is subject to change. Units will be advised each fiscal year of the amount authorized by the area manager.

c. New Uniform Issue. Funds for new uniform purchases are allocated each fiscal year by the area manager to each unit. The unit may order, through JUMS, new uniform items for replenishment up to 125% of allowed uniform items based on 1 October enrollment. The SNSI must ensure the unit allowance and allocation is not exceeded. Requests for increases to authorized amount must be submitted in advance to the area manager for approval prior to obligation of funds.

d. Uniform Alteration and Maintenance. Funds for alterations and maintenance of uniforms for cadets are allocated each fiscal year by the area manager to each unit. The SNSI must ensure the authorized amount is not exceeded. Requests for increases to authorized amount must be submitted in advance to the area manager for approval prior to obligation of funds. The unit may submit SF 1034s for authorized expenditures up to the authorized amount. This is a fiscal year allocation, which is given per cadet based on 1 October enrollment and is subject to change. The SNSI must ensure the authorized amount is not exceeded. Requests for increases to authorized amount must be submitted in advance to the area manager for approval prior to obligation of funds. Authorized expenses are limited to minor alterations, i.e., attaching insignia, minor repairs of uniforms to be reissued, cleaning/laundrying in preparation for storage. Reimbursement is not authorized for routine cleaning properly

required of the cadet during the school year. SF 1034s will be submitted for reimbursement in the same manner as paragraph f above and in accordance with above guidance for submitting a claim.

e. Unit Support and Maintenance Fund. Each unit will receive an automatic annual payment on 31 January of approximately \$800 from NETPDTC Accounting to cover certain routine expenses incurred in support of the NJROTC program. The amount is subject to change. Units with enrollments greater than 500 will receive twice the prescribed amount. This is not a fiscal allocation and may be carried over from year to year in a unit's account. The following expenditures are authorized:

- (1) Minor repairs to computer and classroom equipment
- (2) Federal Express charges to send equipment to
Saufley Field for repairs
- (3) Long distance toll charges and message units
- (4) Audiovisual equipment repairs and supplies
- (5) Subscriptions to Navy related publications and
periodicals
- (6) Name tags
- (7) Printing and engraving
- (8) Plaques, trophies, ribbons, frames, and folders
- (9) Entrance fees
- (10) Air rifle and drill team equipment and supplies
- (11) Air rifle range fees
- (12) Flags and related parade equipment
- (13) Film, developing costs, and other camera supplies
- (14) Advertising and publicity materials
- (15) Keys and locks
- (16) Software
- (17) Postage
- (18) Internet access
- (19) Digital camera

NOTE: If an expense is not included on this list, or if special authorization has not been granted, contact the Area Manager before incurring an expense.

NOTE: Examples of items that may NOT be purchased with Unit Support and Maintenance Funds are:

- (1) Birthday cakes
- (2) Pizza parties
- (3) Fuel
- (4) Tips
- (5) Field trips
- (6) Admission tickets
- (7) Clothing

1505. Remitting Collections for Lost or Damaged Government Property. All cashier's checks or money orders received shall be forwarded without delay to CNET NJROTC Supply via the area manager. Personal checks will not be accepted.